



CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, September 8, 2020, 7:00 P.M.

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982. The City requires anyone appearing in person to wear a mask and practice social distancing.

Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, and Thurow

Notices Sent To City Staff, Media And Other Interested Parties: Interim City Admin. Geick, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *Tim Lawther, Sauk County Health Officer, Tom Clark, Carl Ustupski, Gail Johnson*

1. **CALL TO ORDER**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF PREVIOUS MINUTES** (*Roll Call*): August 25, 2020

4. **APPROVAL OF AGENDA** (*Roll Call*)

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED**

6. **PRESENTATIONS**

- Update from Sauk County Health Department.

7. **PUBLIC HEARINGS** – The Mayor announces that this is the published date and time to hear public comment concerning:

- Request by Baraboo Country Club, Inc., to rezone a 0.53 acre parcel of land in the southwest corner of the Baraboo Country Club, Inc., property, located on the east side of the 900 block of Walnut Street (across from Pierce Park), from C-1 Conservancy to R-1A Single-Family Residential, being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin;
- The General Development Plan/Specific Implementation Plan in accordance with Steps 3 and 4 of the PUD Process and the corresponding zoning as a Planned Unit Development to allow Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC, to operate an Automobile Sales and Service business with a body shop to be located in the existing building on the southeast corner of 8th Avenue and Park Street in a B-2, Neighborhood Business zoning district located on Lots 6 and 7 in Block 16 of the Moore & Drowns Addition to the City of Baraboo in the NE¼ of the SW¼ of Section 35, T12N, R6E, located at 633 8th Avenue.

8. **PUBLIC INVITED TO SPEAK** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)

9. **MAYOR'S BUSINESS**

- The Mayor would like to congratulate the following city staff on their September anniversaries:
 - Tom Clark, Fire Inspector, on his 20th anniversary;
 - Carl Ustupski, Patrol Officer, on his 5th anniversary
- Congratulations to Gail Johnson who will be retiring from the Library after 12 years.

10. **CONSENT AGENDA** *(Roll Call)*

CA-1...Approve the accounts payable to be paid in the amount of \$_____.

CA-2... Consider approving the Liquor License change of Agent for Casey's General Store to Anthony Hawks.

11. **NEW BUSINESS – RESOLUTIONS**

NBR-1...Consider the Baraboo Country Club's request to subdivide a half-acre lot at the southwest corner of their property on Walnut Street for a new single-family residence. *(Pinion)*

NBR-2...Consider adopting the City of Baraboo Employee COVID-19 Policy. *(Geick)*

NBR-3...Consider authorizing the purchase of 14 ft Zodiac inflatable boat with motor and trailer from the Sauk County Sheriff's Department for \$3,400. *(Stieve)*

NBR-4...Direct City staff to investigate federal and state grant opportunities as they occur. *(Palm, Cannon)*

12. **NEW BUSINESS – ORDINANCES**

NBO-1...Approve amending §17.18(4)(a) and the Zoning District Map of the Baraboo Municipal Code to rezone a portion of westerly areas of tax parcels 206-1138-00000 and 206-1136-00000, respectively, from C-1 Conservancy to R-1A Single Family Residential, for Baraboo Country Club, Inc. *(Pinion)*

NBO-2...Approve amending §17.18(4)(d) and the Zoning District Map of the Baraboo Municipal Code to rezone tax parcel 206-2707-00000 as a Planned Unit Development for Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC at 633 8th Avenue, located in the southeast corner of Park Street and 8th Avenue. *(Pinion)*

NBO-3...Approve amending §7.02 (2)(b)2 to provide for No Parking Any Time on the southerly 50 feet of West Street between 2nd Avenue and the alleyway south of 2nd Avenue. *(Pinion)*

13. **COMMITTEE OF THE WHOLE**

Moved by _____, seconded by _____, to enter Committee of the Whole to discuss the search progress for the City Administrator position. *(Roll Call)*

Moved by _____, seconded by _____, to rise and report from Committee of the Whole and return to regular session. *(Roll Call)*

14. **ADMINISTRATOR AND COUNCIL COMMENTS** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*

15. **REPORTS, PETITIONS, AND CORRESPONDENCE** The City acknowledges receipt and distribution of the following:

- **Reports:** August, 2020 Building Inspection Report

- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance.....	8-25-2020	BID.....	7-15-2020
UW Campus.....	7-16-2020	Plan.....	7-21-2020
Ambulance.....	6-24-2020, 7-14-2020, 7-22-2020, 8-7-2020, 8-21-2020		
Public Safety.....	7-13-2020		

Copies of these meeting minutes are on file in the Clerk's office:

Library.....	8-11-2020	PFC.....	7-20-2020
Public Arts.....	6-25-2020, 7-23-2020		

- **Petitions and Correspondence Being Referred:**

3 of 56

For Information Only: Correspondence from Tim McCumber, Sauk County Board Chair, regarding the finalists for the Sauk County Administrator position.

16. **ADJOURNMENT** (*Voice Vote*)

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
		*CDA		*BEDC		
6	7	8	9	10	11	12
	Labor Day City Offices CLOSED	*Finance *Council *Administrative				
13	14	15	16	17	18	19
	*Park & Rec	*Plan *Library	*BID	*UW Campus		
20	21	22	23	24	25	26
	*SCDC *PFC	*Finance *Council		*Public Arts *Emergency Mgt		
27	28	29	30	1	2	3
	*Public Safety		*Ambulance			

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Agenda jointly prepared by D. Munz and B. Zeman

Agenda posted on 09/04/2020

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, August 25, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent: Plautz

Others Present: Chief Schauf, Clerk Zeman, Atty. Truman, M. Hardy, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Kent and carried unanimously to approve the minutes of August 11, 2020.

Moved by Petty, seconded by Ellington and carried unanimously to approve the amended agenda, removing NBR-1, Employee COVID-19 Policy.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – Tim Lawther was not available, no presentation was given.

PUBLIC HEARINGS – None.

PUBLIC INVITED TO SPEAK – None.

MAYOR'S BUSINESS – None.

CONSENT AGENDA

Resolution No. 20-75

THAT the Accounts Payable, in the amount of \$ 907,113.11 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 20-76

THAT, Kathleen Thurow be appointed to the Parks and Recreation Commission to fill the unexpired term of Michael Plautz serving until April 20, 2021.

Resolution No. 20-77

WHEREAS, the Sauk County Board levies a county library tax.

WHEREAS, Section 43.64(2)(b) of the Wisconsin Statutes provides that such units of government which levy a tax for public library service and appropriate and expend for a library fund as defined by S43.52(1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the City for the current year, may apply for exemption from this tax; and

WHEREAS, the City of Baraboo does levy a library tax in excess of the amount calculated in accordance with 43.64(2)(b).

Now Therefore be it Resolved, THAT the City of Baraboo be exempted from the payment of any county library tax as provided in Section 43.64(2)(b) inasmuch as it will expend for its own

library fund for 2021 an amount in excess of that calculated in accordance with 43.64(2)(b). Exemption from the payment of said county library tax shall not preclude the City of Baraboo's participation in county library service in all other respects; and

Be it Further Resolved, THAT confirmed copies of the Resolution be forwarded by the City Clerk to the Reedsburg Public Library and to the Sauk County Clerk no later than October 1, 2020.

Moved by Wedekind, seconded by Kolb and carried that the Consent Agenda be approved-8 ayes.

NEW BUSINESS - RESOLUTIONS

Resolution No. 20-78

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT \$4,585 from the Kuenzi Estate recreation fund be used and a contract entered into with Parkitecture + Planning, LLC to conduct a Feasibility Study for a new splashpad at Attridge Park.

Moved by Wedekind, seconded by Sloan and carried that **Resolution No. 20-78** be approved-8 ayes.

CLOSED SESSION

Moved by Wedekind, seconded by Thurow and carried unanimously to go into Closed Session. The Mayor announced that the Council will go into Closed Session as per §19.85(1)(g), Wis. Stat., conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (pending Walmart litigation for excessive taxation – referred for discussion from the Finance and Personnel Committee).

Council Members Present: Wedekind, Kolb, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent: Plautz

Others Present: Mayor Palm, Clerk Zeman, Adm. Geick, Atty. Truman, members of the press and others.

OPEN SESSION

Moved by Petty, seconded by Thurow and carried unanimously to return to Open Session. The Mayor announces that the Council Committee will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

ADMINISTRATOR AND COUNCIL COMMENTS – None.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** July, 2020 – Fire Dept., Building Inspection, Treasurer

- **Minutes from the Following Meetings:**

Others Present: Mayor Palm, Adm. Geick, Atty. Truman, C. Haggard, M. Hardy

Call to Order –Ald. Petty called the meeting to order at 6:00p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of July 28, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$681,009.41**. Motion carried unanimously.
- b) **Baraboo Transit Rates** – C. Haggard noted that a request has been received to review the current taxi rates with the possibility of adding a “Student” fare. The children (ages 3-12) classification will be eliminated and replaced with a “Youth/Student” (youth ages 3-12 and students of any age with a valid student ID) fare, to be set at \$3.00. Moved by Sloan, seconded by Kent to recommend to Council for action. Motion carried unanimously.
- c) **Civic Center Rent** – M. Hardy explained that a request was made by Stage III Theater to waive April and May Civic Center rent due to building closure from COVID-19 restrictions. The Park & Rec Commission has reviewed this request and recommended waiving two months of rent, or \$720.66. They are estimating about \$5,000 short in daily rental revenues. As of now, they are estimating at \$5,000-\$7,000 short in the Civic Center revenues. Ald. Sloan asked if the current lease with Stage III Theater includes any language regarding building closure and it was noted that after review by the City Attorney, there is nothing in the current lease that states we have to give any refund; however, its standard practice to issue refunds when there is not access to the building. Moved by Sloan, seconded by Kent to recommend to Council for action. Motion carried unanimously.
- d) **Sale of Property** – Adm. Geick stated that this 2.1 acres on Lake Street is the last piece of industrial property the City had created in an old industrial TID. This TID has long since been closed. Driftless Glen plans to build storage building(s) and has offered us \$5,000 per acre, or a total purchasing price of \$10,500. Moved by Sloan, seconded by Kent to recommend to Council for action. Motion carried unanimously.
- e) **Employee COVID-19 Policy** – Adm. Geick recommends that this item be postponed because the department heads have not yet reviewed this policy. There may be some recommendations made and this policy will be brought back before the Committee at the next meeting.

Presentations

- Andrea Jansen from Baker Tilly Virchow Krause, LLP presented the City’s 2019 Audit Report.
- Cynthia Haggard, Finance Director presented the 2021 Budget Planning reviewing 2021 Debt, Levy, Revenue Forecast, Positions and Wage Projections, Council Priorities and Capital Planning.

Information Items

- Attorney Insurance Claims Report:
 - Denial of claim submitted by K. Dervetski for damage to motor vehicle.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn.

Baraboo Economic Development Commission

July 9, 2020

I. Call Meeting to Order and Note Compliance with Open Meeting Law

Vice-Chair Jim Bowers called the meeting to order at 5:30 PM in Room 12, Baraboo Civic Center, Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call of Membership

Present: Bowers, Johnson, Palm, Ryan, White

Absent: Ayar, Cafilisch, Mueller, Reppen, Taylor, Walczak, Wastlund

Other: Patrick Cannon

At 5:40 PM, the Vice Chair excused the members present and the meeting was not conducted due to lack of quorum.

Administrative Committee

July 6, 2020

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow

Absent: None

Also Present: Mayor Palm, Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Clerk, Brenda Zeman; and City Attorney, Emily Truman.

Citizen Present: Geri Pettersen and her daughter

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Motion by Kierzek to approve the minutes of June 1, 2020 and June 18, 2020, seconded by Thurow and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Thurow and unanimously carried.

Review and possible recommendation to Council to update Section 12.01(6) of the City Code regarding the expiration date for licenses and permits.

City Attorney Truman stated that the change was simply changing the expiration date from December 30th to December 31st.

Motion to recommend to Council to update Section 12.01(6) of the City Code regarding the expiration date for licenses and permits by Thurow, seconded by Kierzek and unanimously carried.

Review and possible recommendation to Council to adopt a new Chapter in the City Code dedicated to ordinances regulating animals, and to instruct the City Attorney to:

- Update the Municipal Code to include the new Chapter
- Make the corresponding updates to §25.10, "Bond Schedule for Ordinance Violations,"
- Change all of the ordinances moved in their entirety to the proposed new Chapter to "Reserved," for future Code use, with the exception of §§12.08A and 12.13(M) which can be removed in their entirety, and
- Update all cross-references located throughout the Code (e.g., §§ 10.03(6) and 10.05(10), the City's Official Fee Schedule, etc.)

Motion to recommend to Council to adopt a new Chapter in the City Code dedicated to ordinances regulating animals, and to instruct the City Attorney to update the Municipal Code to include the new Chapter, to make the corresponding updates to §25.10, "Bond Schedule for Ordinance Violations," to change all of the ordinances moved in their entirety to the proposed new Chapter to "Reserved," for future code use, with the exception of §§12.08A and 12.13(M) which can be removed in their entirety, and to update all cross-references located throughout the Code (e.g., §§10.03(6) and 10.05(10), the City's Official Fee Schedule, etc. by Thurow, seconded by Kierzek and unanimously carried.

Review and possible recommendation to Council to amend Section 1.30, "Baraboo District Ambulance Commission" of the City Code by combining and consolidating Chapter 28, "Baraboo District Ambulance Commission" into that Section.

Motion to recommend to Council to amended Section 1.30, "Baraboo District Ambulance Commission" of the City Code by combining and consolidating Chapter 28, "Baraboo District Ambulance Commission" into that Section by Kierzek, seconded by Thurow and unanimously carried.

Consider application for keeping chickens for Michael Lutz @ 418 10th Street

Ellington referenced a letter from Lutz requesting a waiver for the placement of the coop. The waiver was received after the agenda was posted. A copy of the letter is included in the minutes of the meeting (Exhibit A)

Kierzek brought up a section in the Code that addresses the max size of a coop per chicken. Since there was an issue with the number of chickens and the size of the coop, the application was postponed.

Motion to postpone consideration of application for keeping chickens for Michael Lutz @ 418 10th Street to the August 3rd meeting by Thurow, seconded by Kierzek and unanimously carried.

Consider Request for Excessive Household Animals (4 Dogs) – Geri Pettersen

Ellington mentioned that a letter was received from Dave Mowers, Pettersen's neighbor, sharing past experiences. The letter came after the agenda was posted. A copy of the letter is included in the minutes of the meeting (Exhibit B).

Motion to approve and move on to Council the request for Pettersen's Excessive Household Animals (4 dogs) by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, August 3, 2020 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:36AM CST.

Absent: None

Also Present: Mayor, Mike Palm; Interim City Administrator, Ed Geick; Executive Director of the Community Development Authority, Pat Cannon, Assistant Fire Chief, Mark Willer; City Finance Director, Cynthia Haggard; Stewart Koehler

Citizen Present: None

The meeting was called to order by City Alderperson Phil Wedekind at 11:00AM CDT., with roll call and noting compliance with the Open Meetings Law.

Moved by Vodak to approve the minutes of July 11, 2019, seconded by Dr. Falco and unanimously carried.

Motion by Vodak to approve agenda, seconded by Dr. Falco and unanimously carried.

Selection of the Tax Incremental Financing Joint Review Board Chairperson, by majority vote for TID 6, TID 7, TID 8, and TID 9.

Motion by Geoghegan to nominate Phil Wedekind as the Chairperson for TID 6, TID 7, TID 8 AND TID 9, seconded by Vodak with roll call and unanimously carried.

Selection of the Tax Incremental Financing Joint Review Board Public Member, by majority vote for TID 6, TID 7, TID 8 and TID 9

Mayor Palm provided background that he was originally the public member for the TIDs. He was the public member before becoming the Mayor. He expressed that in the best interest of the Board, he chose to step down from that roll and asked the Board to vote in a new public member. He informed the Board that he had asked Stewart Koehler to attend today's meeting in hopes he would be considered for the vacant public member position.

Motion by Dr. Falco to nominate Stewart Koehler as the public member for TID 6, TID 7, TID 8 and TID 9, seconded by Geoghegan with roll call and unanimously carried.

Review annual reports and review the performance and status of the Open Tax Incremental Districts TID 6, TID 7, TID 8 and TID 9

The Committee reviewed the annual reports for TID 6, TID 7, TID 8 and TID 9

The Committee reviewed the performance and status of TID 6, TID 7, TID 8 and TID 9, which included:

- Performance Highlights
- Outstanding Debt Service
- Estimated Future Performance
- Performance Graphs

Discuss next meeting date and time to consider prospective extension of TID 7 and TID 8

Pat Cannon presented information about the need for TID 7 and TID 8 extensions. He also discussed the timing of the next meeting being late July.

The Board agreed upon the next meeting being July 30th at 11:00AM CDT. The meeting location will be Council Chambers at 101 South Boulevard, and will have remote capability available through Microsoft Teams.

Motion by Vodak to adjourn the meeting, seconded by Geoghegan, meeting adjourned at 11:25AM CDT.

TID Joint Review Board

July 30, 2020

Present: City of Baraboo & JRB Chairperson, Phil Wedekind; Baraboo School District, Kevin Vodak; Sauk County, Elizabeth Geoghegan; Madison Area Technical College, Dr. James Falco; Public Member, Stewart Koehler

Absent: None

Also Present: Interim City Administrator, Ed Geick; Executive Director Community Development Authority, Pat Cannon, Assistant Fire Chief, Mark Willer; City Finance Director, Cynthia Haggard; City Engineer, Tom Pinion

Citizen Present: None

The meeting was called to order by JRB Chairperson Phil Wedekind at 11:00AM CDT., with roll call and noting compliance with the Open Meetings Law.

Moved by Koehler to approve the minutes of July 16, 2020, seconded by Dr. Falco and unanimously carried.

Motion by Koehler to approve agenda, seconded by Geoghegan and unanimously carried.

JRB Resolution 2020-01, Tax Incremental District Standard Extension Resolution TID 7

Motion by Dr. Falco to approve JRB Resolution 2020-01, Tax Incremental District Standard Extension Resolution TID 7, seconded by Geoghegan with roll call and unanimously carried.

JRB Resolution 2020-02, Tax Incremental District Technical College Extension Resolution TID 7

Motion by Geoghegan to approve JRB Resolution 2020-02, Tax Incremental District Technical College Extension Resolution TID 7, seconded by Dr. Falco with roll call and unanimously carried.

JRB Resolution 2020-03, Tax Incremental District Standard Extension Resolution TID 8

Motion by Dr. Falco to approve JRB Resolution 2020-03, Tax Incremental District Standard Extension Resolution TID 8, seconded by Geoghegan with roll call and unanimously carried.

JRB Resolution 2020-04, Tax Incremental District Technical College Extension Resolution TID 8

Motion by Dr. Falco to approve JRB Resolution 2020-04, Tax Incremental District Technical College Extension Resolution TID 8, seconded by Geoghegan with roll call and unanimously carried.

Cannon presented information about the need to create TID 10 and TID 11.

Discuss next meeting date and time to consider prospective creation of TID 10 Overlay of TID 8 and TID 11 Overlay of TID 7

The Board agreed upon the next meeting being August 27, 2020 at 11:00AM CDT. The meeting location will be Council Chambers at 101 South Boulevard, and will have remote capability available through Microsoft Teams.

Motion by Geoghegan to adjourn the meeting, seconded by Dr. Falco, meeting adjourned at 11:14AM CDT.

- **Copies of these meeting minutes are on file in the Clerk's office:**

Plan Commission.....06-16-2020

CDA.....6-2-2020, 7-7-2020

Park & Recreation.....6-8-2020, 7-13-2020

Library.....6-15-2020, 6-16-2020, 7-9-2020, 7-14-2020, 7-15-2020

Ambulance.....6-18-2020, 6-24-2020, 7-1-2020

- **Petitions & Correspondence Being Referred:** Provided as information only: Letter from Dave Bretl, Sauk County Interim Administrative Coordinator

ADJOURNMENT

Moved by Petty, seconded by Kent, and carried on voice vote, that the meeting adjourn at 7:5pm.

Brenda Zeman, City Clerk

NOTICE OF PUBLIC HEARING
City of Baraboo, Wisconsin

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, September 8th, 2020, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter(s):

Request by Baraboo Country Club, Inc. to rezone a 0.53 parcel of land in the southwest corner of the Baraboo Country Club, Inc. property, located on the east side of the 900 block of Walnut Street (across from Pierce Park), from C-1 Conservancy to R-1A Single-Family Residential, being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin.

Commencing at the East Quarter corner of Section 2; thence South 01°15'58" East along the East line of the Southeast Quarter of Section 2, 1,834.09 feet to the Northeast corner of Lot 1, Certified Survey Map, No. 5675; thence South 88°27'13" West along the North line of Lot 1, 531.71 feet to the point of beginning; thence continuing South 88°27'13" West along the North line of Lot 1, 246.94 feet to the Northwest corner of Lot 1, said point being in the East right-of-way line of Walnut Street; thence South 61°01'45" West, 45.91 feet to a point in the centerline of Walnut Street; thence North 15°04'29" East along the centerline of Walnut Street, 169.61 feet; thence South 77°21'50" East, 79.32 feet; thence South 59°46'12" East, 32.67 feet; thence North 73°04'17" East, 44.74 feet; thence North 74°49'12" East, 50.35 feet; thence South 18°24'59" East, 66.68 feet; thence South 21°11'44" East, 68.66 feet to the point of beginning.

Containing 30,005 square feet (0.69 acres gross area), more or less. Being subject to servitudes and easements of record, if any.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 101 South Blvd, Baraboo, Wisconsin 53913.

PLEASE TAKE FURTHER NOTICE that the Common Council may make substantial changes in the zoning as a result of objection, debate and discussion at this hearing. For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

/s/ Brenda Zeman, City Clerk.

To be published as a Class II Notice in the legal section
 August 24th and 31st, 2020

NOTICE OF PUBLIC HEARING
City of Baraboo, Wisconsin

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, September 8th 2020, at 7:00 o'clock p.m. for the purpose of giving any interested persons an opportunity to be heard regarding the following matter:

The General Development Plan/Specific Implementation Plan in accordance with Steps 3 and 4 of the PUD Process and the corresponding zoning as a Planned Unit Development to allow Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC, to operate an Automobile Sales and Service business with a body shop to be located in the existing building on the southeast corner of 8th Avenue and Park Street in a B-2, Neighborhood Business zoning district located on Lots 6 and 7 in Block 16 of the Moore & Drowns Addition to the City of Baraboo in the NE¹/₄ of the SW¹/₄ of Section 35, T12N, R6E, located at 633 8th Avenue.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 101 South Blvd, Baraboo, Wisconsin 53913.

PLEASE TAKE FURTHER NOTICE that the Common Council may make substantial changes in the zoning as a result of objection, debate and discussion at this hearing. For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

/s/ Brenda M. Zeman, City Clerk

To be published as a Class II Notice in the legal section
August 24th and 31st, 2020

CA – 1

RESOLUTION NO. 2020 -

Dated: September 8, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) <input type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

CA-2

RESOLUTION NO. 2020 -

Dated: September 8, 2020

The City of Baraboo, Wisconsin

Background: In order to hold a liquor license, all corporations and limited liability companies must first appoint an agent. The agent is named on the liquor license and is given full authority and control over the licensed premises and over all commercial activities on the premises relating to alcohol beverages.

Occasionally a corporation or limited liability company will make a request to change their agent. The corporation or LLC must submit to the City Clerk a completed "Schedule for Successor of Agent". The fee to appoint a new agent is \$10 and must be approved by the licensing authority.

Casey's General Store has submitted a "Schedule for Successor of Agent" requesting Anthony Hawks be appointed their new agent. This application was reviewed by the Police Department and the City Clerk.

This change of agent was recommended to Council for approval at the September 8, 2020 Administrative Committee meeting.

Fiscal Note: (check one) ☒ **Not Required** ☐ **Budgeted Expenditure** ☐ **Not Budgeted**
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the "Schedule for Successor of Agent" submitted by Casey's General Stores appointing Anthony Hawks as the new agent be approved. The City Clerk is authorized to re-issue the liquor license for Casey's General Store including Anthony Hawks as the agent.

Offered by: Administrative Comm. **Approved by Mayor:** _____

Motion:

Second:

Certified by Clerk: _____

NBR - 1

RESOLUTION NO. 2020 -

Dated: September 8, 2020

The City of Baraboo, Wisconsin

Background The Baraboo Country Club would like to subdivide a half-acre lot at the southwest corner of their property on Walnut Street for a new single-family residence. This Survey defines the boundary for the proposed new lot.

The survey includes the dedication of the easterly half of the Walnut Street right-of-way. Pursuant to Chapter 18 of the Code of Ordinances, when a certified survey map involves the dedication of streets or other public lands, the certified survey map shall be acted upon by the Council.

This CSM was favorably reviewed by the Plan Commission at their August 18th meeting with a unanimous recommendation for approval.

Fiscal Note: (☒ one) [☐ Not Required] [☐ Budgeted Expenditure] [☐ Not Budgeted]
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the attached one-lot Certified Survey Map prepared by Grothman & Associates, SC is hereby approved and further,

THAT the dedication of land for the Walnut Street right-of-way as shown on this Certified Survey Map is hereby accepted.

Offered by:

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

As prepared by:

GROTHMAN & ASSOCIATES S.C.
 LAND SURVEYORS

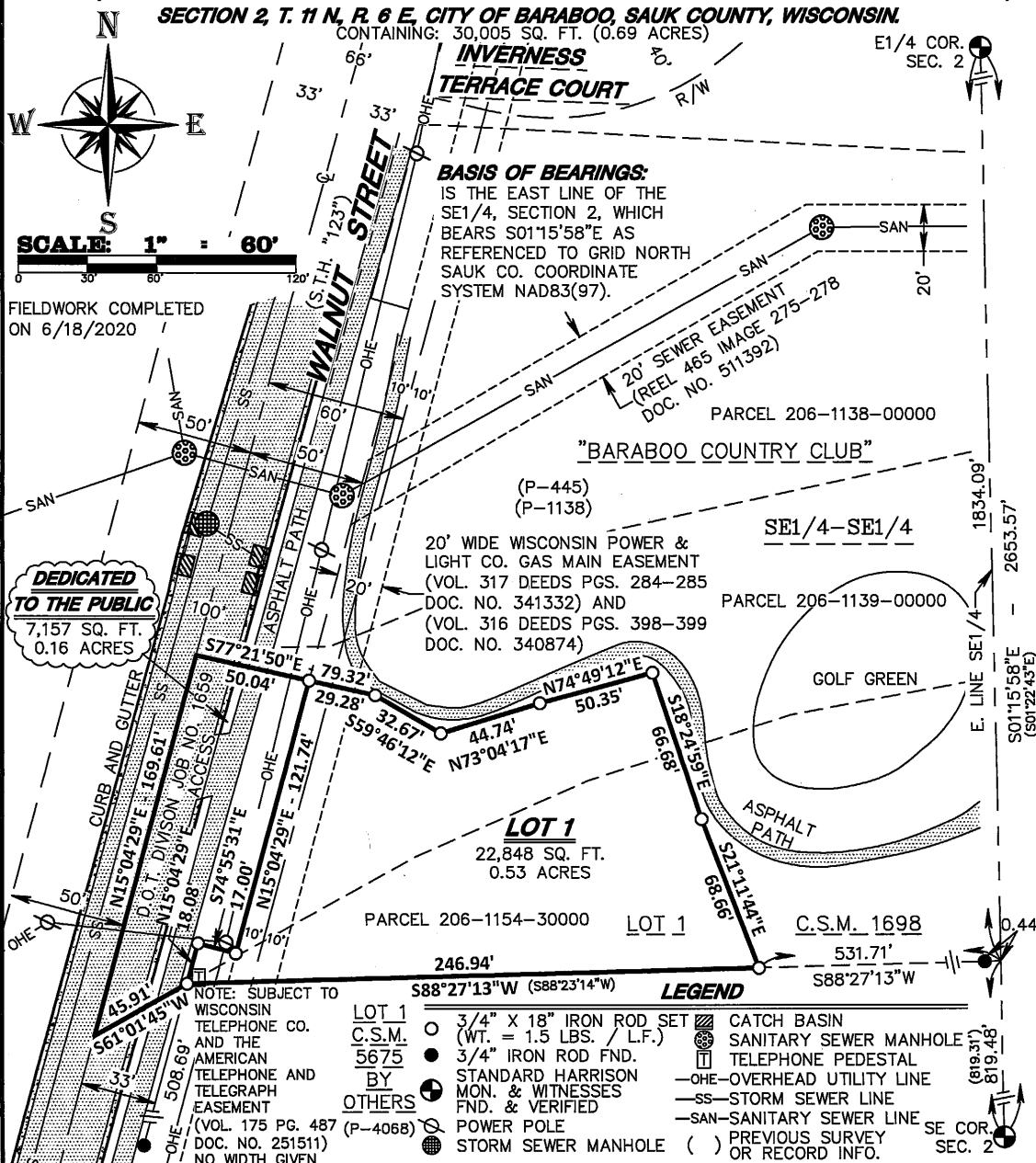
 625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI. 53801
 PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877
 FAX: (608) 742-0434 E-MAIL: surveying@grothman.com
 (RED LOGO REPRESENTS THE ORIGINAL MAP)
G & A FILE NO. 620-286DRAFTED BY: A. JEROMECHECKED BY: TGPROJ. 620-286DWG. 620-286 SHEET 1 OF 3

SEAL:


SAUK COUNTY CERTIFIED SURVEY MAP NO.
GENERAL LOCATION

BEING PART OF LOT 1, C.S.M. 1698 AS RECORDED IN VOLUME 7 OF C.S.M.S, PAGES 1698A, 1698B, AND 1698C AS DOCUMENT NO. 485504 AND LANDS LOCATED IN THE SE1/4 OF THE SE1/4, SECTION 2, T. 11 N, R. 6 E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN.

CONTAINING: 30,005 SQ. FT. (0.69 ACRES)



As prepared by:

**G & A GROTHMAN
& ASSOCIATES S.C.**
LAND SURVEYORS825 EAST SUFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 844-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)**G & A FILE NO. 620-286**

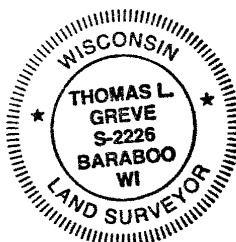
DRAFTED BY: A. JEROME

CHECKED BY: TG

PROJ. 620-286

DWG. 620-286 SHEET 2 OF 3

SEAL:

**SAUK COUNTY CERTIFIED SURVEY MAP NO. _____****GENERAL LOCATION**

Volume _____, Page _____

BEING PART OF LOT 1, C.S.M. 1698 AS RECORDED IN VOLUME 7 OF C.S.M.S, PAGES 1698, 1698A, 1698B, AND 1698C AS DOCUMENT NO. 485504 AND LANDS LOCATED IN THE SE1/4 OF THE SE1/4, SECTION 2, T. 11 N, R. 6 E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN.

CONTAINING: 30,005 SQ. FT. (0.69 ACRES)

SURVEYOR'S CERTIFICATE

I, **THOMAS L. GREVE**, Professional Land Surveyor, do hereby certify that by the order of the **Baraboo Country Club, Inc.**, I have surveyed, monumented, mapped and divided part of Lot 1, Certified Survey Map, No. 1698 as recorded in Volume 7 of Certified Survey Maps, pages 1698, 1698A, 1698B and 1698C as Document No. 485504 and lands located in the Southeast Quarter of the Southeast Quarter of Section 2, Town 11 North, Range 6 East, City of Baraboo, Sauk County, Wisconsin, described as follows:

Commencing at the East Quarter corner of Section 2;
thence South 01°15'58" East along the East line of the Southeast Quarter of Section 2, 1,834.09 feet to the Northeast corner of Lot 1, Certified Survey Map, No. 5675;
thence South 88°27'13" West along the North line of Lot 1, 531.71 feet to the point of beginning;
thence continuing South 88°27'13" West along the North line of Lot 1, 246.94 feet to the Northwest corner of Lot 1, said point being in the East right-of-way line of Walnut Street;
thence South 61°01'45" West, 45.91 feet to a point in the centerline of Walnut Street;
thence North 15°04'29" East along the centerline of Walnut Street, 169.61 feet;
thence South 77°21'50" East, 79.32 feet;
thence South 59°46'12" East, 32.67 feet;
thence North 73°04'17" East, 44.74 feet;
thence North 74°49'12" East, 50.35 feet;
thence South 18°24'59" East, 66.68 feet;
thence South 21°11'44" East, 68.66 feet to the point of beginning.
Containing 30,005 square feet (0.69 acres), more or less. Being subject to servitudes and easements of record, if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I fully complied with the Provisions of AE7 Wisconsin Administrative Code, Chapter 236.34 of the Wisconsin State Statutes and the City of Baraboo Subdivision Ordinance to the best of my knowledge and belief.

THOMAS L. GREVE

Professional Land Surveyor, No. 2226

Dated: July 20, 2020

File No.: 620-286

OWNER/CLIENT: BARABOO COUNTRY CLUB INC.
401 MINE ROAD
BARABOO, WI 53913

As prepared by:

**GROTHMAN
& ASSOCIATES S.C.**
LAND SURVEYORS625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 844-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)**G & A FILE NO. 620-286**

DRAFTED BY: A. JEROME

CHECKED BY: TG

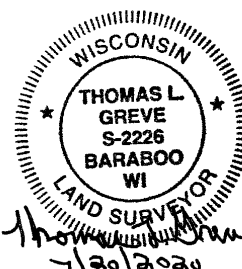
PROJ. 620-286

DWG. 620-286

SHEET 3 OF 3



SEAL:

**SAUK COUNTY CERTIFIED SURVEY MAP NO. _____****GENERAL LOCATION**

Volume _____, Page _____

BEING PART OF LOT 1, C.S.M. 1698 AS RECORDED IN VOLUME 7 OF C.S.M.S, PAGES 1698, 1698A, 1698B, AND 1698C AS DOCUMENT NO. 485504 AND LANDS LOCATED IN THE SE1/4 OF THE SE1/4, SECTION 2, T. 11 N, R. 6 E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN.

CONTAINING: 30,005 SQ. FT. (0.69 ACRES)

OWNER'S CERTIFICATE OF DEDICATION

As Owner(s), I/ we hereby certify that I/we caused the land on this certified survey map to be surveyed, monumented, mapped and dedicated as represented on this certified survey map.

Witness the hand and seal of said Owner this _____ day of _____, 20____.

Baraboo Country Club, Inc.

STATE of WISCONSIN)

SS)

COUNTY OF _____)

Personally came before me this _____ day of _____, 20____, the above named _____ to me known to be the persons who executed the foregoing instrument and acknowledged the same.

PLAN COMMISSION RESOLUTION**RESOLVED** that this Certified Survey Map and dedication in the City of Baraboo, Sauk County, Wisconsin is hereby approved by the Plan Commission._____
Mayor_____
Date_____
City Engineer_____
Date

I HEREBY certify that the foregoing is a copy of a Resolution adopted by the Plan Commission of the City of Baraboo, Wisconsin, this _____ day of _____, 20____.

City Clerk_____
Date**OWNER/CLIENT:** BARABOO COUNTRY CLUB INC.
401 MINE ROAD
BARABOO, WI 53913

NBR - 2

RESOLUTION NO. 2020 -

Dated: September 8, 2020

The City of Baraboo, Wisconsin

Background: The Finance/Personnel Committee first reviewed a draft of this COVID-19 policy on August 8, 2020. The City Administrator has discussed the policy with Department Heads and they have contributed suggestions for changes. The Finance/Personnel Committee reviewed the draft policy a second time on September 8, 2020 and is submitting it with a recommendation for the City Council's consideration.

Fiscal Note: ☒ *Not Required* ☐ *Budgeted Expenditure* ☐ *Not Budgeted*
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Employee COVID-19 Policy be adopted as a standalone City personnel policy, and

THAT the Employee COVID-19 Policy be brought back to the Common Council, by way of the Finance/Personnel Committee, for a review of its applicability no later than December 31, 2020.

Offered by: Finance/Personnel Comm.

Approved: _____

Motion:

Second:

Attest: _____

CITY OF BARABOO		POLICY TITLE: EMPLOYEE COVID-19 POLICY	
TARGET AUDIENCE: City Employees	POLICY SOURCE: Administration Department	POLICY LOCATION: City Website, City Clerk	
DATE APPROVED BY COUNCIL:	DATE AMENDED BY COUNCIL:	ATTORNEY REVIEW:	

SECTION 1 - PURPOSE

The City of Baraboo is fully committed to safeguarding the health and safety of all employees. For this reason, all City employees, regardless of position or authority, must comply with the following COVID-19 Policies including:

- Wearing a mask while working (some exceptions may apply)
- Practicing good hygiene
- Maintaining social distancing
- Communicating and hold meetings virtually (by phone or TEAMS) whenever possible
- Mandatory illness and exposure reporting

This Policy also authorizes the creation of **Temporary Paid Leave** of up to three working days for any employee ordered to go home/stay home by a supervisor, Department Head or the City Administrator because of COVID-19 symptoms or because of a possible exposure to COVID-19. Because the pandemic is an evolving and dynamic situation, the City's response may change as we receive more information and understanding of the disease. The risks of the virus causing COVID-19 should be taken very seriously. The City will continue to monitor developments and may update this Policy as needed.

SECTION II - POLICY

1.0 GENERAL.

- 1.01 Term. This Policy is effective immediately upon adoption by the Common Council and shall remain in effect until amended, superseded or terminated by the Council or other applicable legislation.
- 1.02 Applicability. This Policy applies to all City employees, as defined by the City's Employee Personnel and Procedure Handbook, regardless of position or authority.
- 1.03 Amendments. The City reserves the right to revise, supplement, rescind, or deviate from any of these policies or portions hereof from time-to-time as it deems appropriate. All changes other than minor changes, which are delegated to the City Administrator for revision, require approval by the Common Council.
- 1.04 Severability. If any provision of this Policy is held invalid under any applicable law, such invalidity shall not affect any other provision of this Policy that can be given effect without the invalid provisions and, to this end, the provisions herein are severable.
- 1.05 Preemption. If any of the policies contained herein are preempted by a local, state or federal law or order, the local, state or federal law or order shall take precedent.

2.0 PROTECTIVE MEASURES POLICIES. Except as otherwise stated below, employees are required to comply with the following protective measures policies.

2.01 Social Distancing.

- a. Maintain six feet physical distancing from others whenever possible.
- b. Not have any direct person-to-person contact (i.e., no hand shaking, no high fives, no fist bumps)
- c. Limit in-person meetings and use other means of communications such as Microsoft TEAMS, email and the telephone whenever possible.

2.02 Face Coverings.

- a. Wear face coverings whenever social distancing may not be possible, including in hallways, restrooms and meeting rooms.¹
- b. Face coverings must cover the nose and mouth. Face coverings with an exhalation valve and plastic face coverings/shields are not permitted.
- c. The City will provide one free reusable facemask to any employee upon request.
- d. Employees are strongly encouraged to wash cloth facemasks daily by hand or machine using detergent. The mask should be fully dry before using. Employees are encouraged to have several facemasks so they can rotate for washing.
- e. Employees are prohibited from wearing facemasks that contain words or imagery that would be in violation of the City's Employee Personnel and Procedure Handbook.

2.03 Exceptions.

- a. During emergencies, and while employees are engaged in the performance of emergency related job duties, employees are not required to strictly adhere to Sections 2.01 or 2.02.
- b. An employee may request ADA accommodations to Sections 2.01 and 2.02 by contacting the City's ADA Coordinator or speaking to their supervisor or Department Head.
- c. A supervisor or Department Head may waive the requirement of some or all of the requirements under Section 2.01 and/or 2.02 if strict compliance would significantly interfere with the employee's job performance.

3.0 **PERSONAL HYGIENE POLICIES.** Except in emergencies or when significantly impractical, employees are required to comply with the following personal hygiene policies.

3.01 Handwashing. Employees must wash their hands or use hand sanitizer, at minimum:

- a. At the beginning of each work day
- b. Before interacting with other employees or the public where the interaction involves physical contact with the employee or the public
- c. After touching your face covering
- d. After using the restroom
- e. Before and after breaks
- f. After sneezing, coughing or blowing your nose
- g. When hands are visibly soiled, and
- h. Prior to leaving work

3.02 Cough and Sneeze Etiquette. To help stop the spread of germs, employees are required to:

- a. Cover mouth and nose with a tissue when coughing or sneezing
- b. Throw used tissues in the trash
- c. If you do not have a tissue, cough or sneeze into your elbow and not your hand

¹ Gov. Evers Emergency Order #1, valid through September 28, 2020 (as of August 27, 2020), requires masks be worn indoors even if social distancing is possible whenever two or more people are in the same enclosed space, with certain exceptions. Until the Emergency Order ends or is terminated, the Emergency Order preempts this Policy in the ways it is more restrictive than this Policy.

3.03 Cleaning. Employees must:

- a. Disinfect their high-touch personal spaces, including, but not limited to, phone, keyboard, mouse and desk, on a daily basis
- a. Disinfect meeting rooms, conference rooms, kitchen areas, etc., after employee use
- b. Request cleaning supplies from their supervisor when they are low
- c. Perform cleaning tasks as assigned
- d. Use proper disinfecting supplies

4.0 ILLNESS/EXPOSURE POLICY.

4.01 Self-Monitoring Requirement. Employees are **required** to self-monitor for symptoms of COVID-19 prior to coming to work and while at work.

4.02 Employee Reporting Requirement. Employees are **required** to report to their supervisor, Department Head or the City Administrator as soon as possible if any of the following occurs:

- a. Employee is diagnosed with or tests positive for COVID-19.
- b. Employee is advised or ordered to stay home by a health care professional or a Health Department due to COVID-19, with or without a COVID-19 diagnosis.
- c. Employee becomes aware of a possible exposure to COVID-19.
- d. Employee has or develops any of the following symptoms:
 - Fever of 100° F or higher
 - Unusual cough or sore throat
 - Chills
 - Unusual body aches/pain
 - Shortness of breath
 - Chest tightness
 - Congestion or runny nose
 - Unusual headache
 - Severe fatigue or exhaustion
 - Loss of sense of smell or taste
 - Unusual muscle pain
 - Nausea, vomiting, diarrhea

4.03 SYMPTOMS/EXPOSURE TO COVID-19. If an employee reports having any of the above listed symptoms and/or that the employee was exposed to COVID-19, the employee **may** be ordered by their supervisor, Department Head or the City Administrator to go home/stay home. If an employee is ordered to go home/stay home:

- a. The supervisor/Department Head/City Administrator must immediately inform the City Clerk, who will provide the employee with the Federal Emergency Paid Sick Leave Benefit application and the FMLA application.
- b. The supervisor/Department Head/City Administrator shall call the City's Health Department² to determine whether the employee should remain home and/or get tested for COVID-19.
 - i. If the Health Department says the employee should remain home because of COVID-19 and/or get tested for COVID-19, or if the Health Department cannot be reached or declines to provide advice, the employee will be placed on **Temporary Paid Leave** for up

² The Sauk County Health Department, per §11.01, City Code

to three regular working days³ unless the employee is able to work remotely, the employee is on scheduled vacation leave, or the employee is on any other kind of leave.

- ii. If the Health Department or the employee's health care provider says the employee does not need to stay home or get tested for COVID-19, and this information is satisfactory to the City so that the employee returns to work, the employee will be paid his/her usual rate of pay for when the employee was ordered to go home/stay home, for no more than three regular working days, unless the employee was able to work remotely during the period, the employee used vacation leave, or the employee was on any other kind of leave.
- c. Except when medically unfeasible, if the employee has not returned to work within three days of being ordered to go home/stay home under this Policy, the employee is required to either be tested for COVID-19 or seek medical care from their health care provider.
- d. Until permitted to return to work and after the three days of Temporary Paid Leave has been used (if applicable), the employee may use his/her accrued vacation leave, sick leave, approved Federal Emergency Paid Sick Leave or FMLA, or a combination thereof, in accordance with the City's Employee Handbook and any applicable state and federal laws.
- e. The employee shall not be allowed to return to work until the employee, satisfactory to the City at the sole discretion of the City Administrator or designee:
 - i. Provides a negative COVID-19 test result (unless Section 5.04 applies, in which case the employee must comply with ii or iii, below), and/or
 - ii. The Department Head/City Administrator and employee agree to modifications of the employee's work environment which may include, but not be limited to, the employee being required to wear a mask and gloves while working, and/or
 - iii. Provides written medical clearance to return to work from a health care provider or the City's Health Department.

4.04 POSITIVE COVID-19 TEST/MEDICAL ORDER OR ADVICE TO STAY HOME. If an employee reports testing positive for COVID-19, or if the employee receives an order or advice from a health care provider or a Health Department to isolate or self-quarantine, the employee will be **required** to go home/stay home. In this event:

- a. The supervisor/Department Head/City Administrator or designee shall immediately inform the City Clerk, who shall provide the employee with the Federal Emergency Paid Sick Leave Benefit application and FMLA application.
- b. Until permitted to return to work, the employee may use his/her accrued vacation leave, sick leave, approved Federal Emergency Paid Sick Leave or FMLA, or a combination thereof, in accordance with the City's Employee Handbook and any applicable state and federal laws.
- c. The employee shall not be allowed to return to work until the employee, satisfactory to the City at the sole discretion of the City Administrator or designee:
 - i. Provides written medical clearance from a health care provider or the City's Health Department to return to work, and this medical clearance is satisfactory to the City, or

³ Based on the employees regular work schedule and at the employee's regular rate of pay.

- ii. The Department Head/City Administrator and employee agree to modifications of the employee's work environment, which may include, but not be limited to, the employee being required to wear a mask and gloves while working.

4.05 Confidentiality. Employees with knowledge of another employee's symptoms, illness, or exposure to COVID-19 are required to keep the information confidential except as may be permitted by the City Administrator or as required by law.

5.0 ZERO TOLERANCE HARASSMENT POLICY. Any employee reasonably suspected of harassing another employee for following any of the required policies contained herein shall be subject to discipline up to and including termination. Allegations of harassment will be investigated and acted on pursuant to the Employee Policy and Procedure Handbook.

City of Baraboo

COVID-19 MATRIX FOR ILLNESS/EXPOSURE/CHILDCARE

	WHAT MUST THE EMPLOYEE DO/ WHAT HAPPENS NEXT?	WHEN CAN THE EMPLOYEE RETURN TO WORK?
If you receive a positive COVID-19 test result	<ul style="list-style-type: none"> • Do not come to work • Inform your supervisor/Department Head/City Administrator immediately <ul style="list-style-type: none"> + If you are unable to work remotely and are not out on scheduled vacation, you may use sick leave, vacation leave, Federal Paid Sick Leave or FMLA while ordered/advised by a health care provider to stay home. 	<ul style="list-style-type: none"> • The Department Head/City Administrator and employee agree to possible modifications of the employee's work environment, <u>and/or</u> • The employee receives medical clearance from a medical care provider or the City's Health Department to return to work which is satisfactory to the City.
If you have been advised or ordered to isolate or self-quarantine by a medical care provider but you do not have a positive COVID-19 test result or are waiting for a test result	See "If you receive a positive COVID-19 test result"	See "If you receive a positive COVID-19 test result"
If you have symptoms of COVID-19 or a possible COVID-19 exposure but have not yet seen your doctor or received the results from a COVID-19 test	<ul style="list-style-type: none"> • Inform your supervisor/Department Head/City Administrator immediately • If the City orders you to go home/stay home: <ul style="list-style-type: none"> + You will be placed on temporary paid leave for up to three days unless you can work remotely, have vacation scheduled or are out on another kind of leave + You must be tested for COVID-19 or seek medical care within three days of being ordered to go home/stay home unless you are okay'ed by the City to return to work. + You may use sick leave, vacation leave, Federal Paid Sick Leave or FMLA after the three days if you are not cleared to return to work and if you cannot work remotely and are not on vacation. 	<ul style="list-style-type: none"> • Provide a negative COVID-19 test result (unless you receive a positive result, in which case one or both of the following apply), <u>and/or</u> • The Department Head/City Administrator and employee agree to possible modifications of the employee's work environment, <u>and/or</u> • The employee receives medical clearance from a medical care provider or the City's Health Department to return to work, which is satisfactory to the City
If you are caring for someone who has been diagnosed with COVID-19 or if you are caring for someone who is waiting for medical care and has symptoms of COVID-19 & you do not have any symptoms and have had no exposure (you have taken safety precautions when caring for the person)	<ul style="list-style-type: none"> • Speak to your supervisor or Brenda Zeman (City Clerk) <ul style="list-style-type: none"> + You may be eligible for Federal Paid Sick Leave or FMLA while caring for the person. 	<ul style="list-style-type: none"> • If you have no symptoms and have not had an exposure (you have taken safety precautions while caring for the person) there are no restrictions on your returning to work.
You have to stay home to provide childcare to your child because his/her childcare or school is closed or unavailable due to COVID-19	<ul style="list-style-type: none"> • Speak to your supervisor or Brenda Zeman (City Clerk). <ul style="list-style-type: none"> + You may be eligible for Federal Paid Sick Leave or extended-FMLA 	

The City of Baraboo, Wisconsin

Background: At the August 31, 2020 Public Safety Committee meeting it was recommended that the Baraboo Fire Department purchase a used Zodiac 14 foot inflatable boat from the Sauk County Sheriff's Department which was found in very good condition. The Sauk County Sheriff's Department was looking for a boat that could operate on the Baraboo River as they have had incidents on the Baraboo River.

We too have had rescue calls on the Baraboo River where a boat was needed. We were writing grants and seeking other funds for a boat purchase. The boat would also be useful for incident calls on Devil's Lake.

After discussing the arrangement with the Sheriff's Department and actually operating the boat on Devil's Lake, I am requesting to use remaining budget money from Self Contained Breathing Apparatus (SCBA) purchase to buy boat from Sheriff's Department.

Since the Sheriff's Department initiated purchase and made arrangements to the private seller by end of August, this compelled the purchase from the Sheriff's Department.

The Sheriff's Department is in agreement with this transaction.

Fiscal Note: (☒ one) ☐ Not Required ☐ Budgeted Expenditure ☒ Not Budgeted
Comments: There is \$3,505 left from the SCBA upgrade that will be used for this purchase.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Fire Chief is authorized to purchase 14 foot Zodiac inflatable boat with motor and trailer from the Sauk County Sheriff's Department for \$3,400.00

Offered by: Public Safety
Motion:
Second:

Approved: _____

Attest: _____

NBR – 4

RESOLUTION NO. 2020 -

Dated: September 8, 2020

The City of Baraboo, Wisconsin

Background: At the September 3, 2020 Baraboo Economic Development Commission (BEDC) meeting it was recommended that City of Baraboo staff should investigate federal and state grant opportunities as they occur.

Fiscal Note: (Check one) ☐ **Not Required** ☐ **Budgeted Expenditure** ☐ **Not Budgeted**
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT, City of Baraboo staff be directed to investigate federal and state grant opportunities as they occur.

Offered By: BEDC

Motion:

Second:

Approved by Mayor: _____

Certified by City Clerk: _____

The City of Baraboo, Wisconsin

Background: The Baraboo Country Club would like to subdivide a half-acre lot at the southwest corner of their property on Walnut Street for a new single-family residence.

The entirety of petitioners' property is currently zoned C-1 Conservancy and despite the presence of multitude of residential structures along Inverness Terrace Court, a single family residence is not a permitted use in a C-1 zoning district. Accordingly, they would like to rezone the southwest corner of their property fronting Walnut Street to create a lot for a new single-family home.

The Plan Commission reviewed the proposed zoning change at their August 18th meeting, and forwarded the matter to the Common Council for further consideration with a favorable recommendation.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted **Comments:**

An Ordinance amending §17.18(4)(a) and the Zoning District Map rezoning a portion of westerly areas of tax parcels 206-1138-00000 and 206-1136-00000, respectively, from C-1 Conservancy to R-1A Single Family Residential.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. Section 17.18(4)(a), Ordinances is hereby revised to reflect the following change to Tax Parcels 206-1138-00000 and 206-1139-00000: rezone this 0.53 acres of land (net lot area) in the southwest corner of the Baraboo Country Club, Inc. property, located on the east side of the 900 block of Walnut Street (across from Pierce Park), from C-1 Conservancy to R-1A Single-Family Residential, being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin.

Commencing at the East Quarter corner of Section 2; thence South 01°15'58" East along the East line of the Southeast Quarter of Section 2, 1,834.09 feet to the Northeast corner of Lot 1, Certified Survey Map, No. 5675; thence South 88°27'13" West along the North line of Lot 1, 531.71 feet to the point of beginning; thence continuing South 88°27'13" West along the North line of Lot 1, 246.94 feet to the Northwest corner of Lot 1, said point being in the East right-of-way line of Walnut Street; thence South 61°01'45" West, 45.91 feet to a point in the centerline of Walnut Street; thence North 15°04'29" East along the centerline of Walnut Street, 169.61 feet; thence South 77°21'50" East, 79.32 feet; thence South 59°46'12" East, 32.67 feet; thence North 73°04'17" East, 44.74 feet; thence North 74°49'12" East, 50.35 feet; thence South 18°24'59" East, 66.68 feet; thence South 21°11'44" East, 68.66 feet to the point of beginning.

Containing 30,005 square feet (0.69 acres gross area, including portion of Walnut Street right-of-way; 0.53 acres net lot area), more or less. Being subject to servitudes and easements of record, if any.

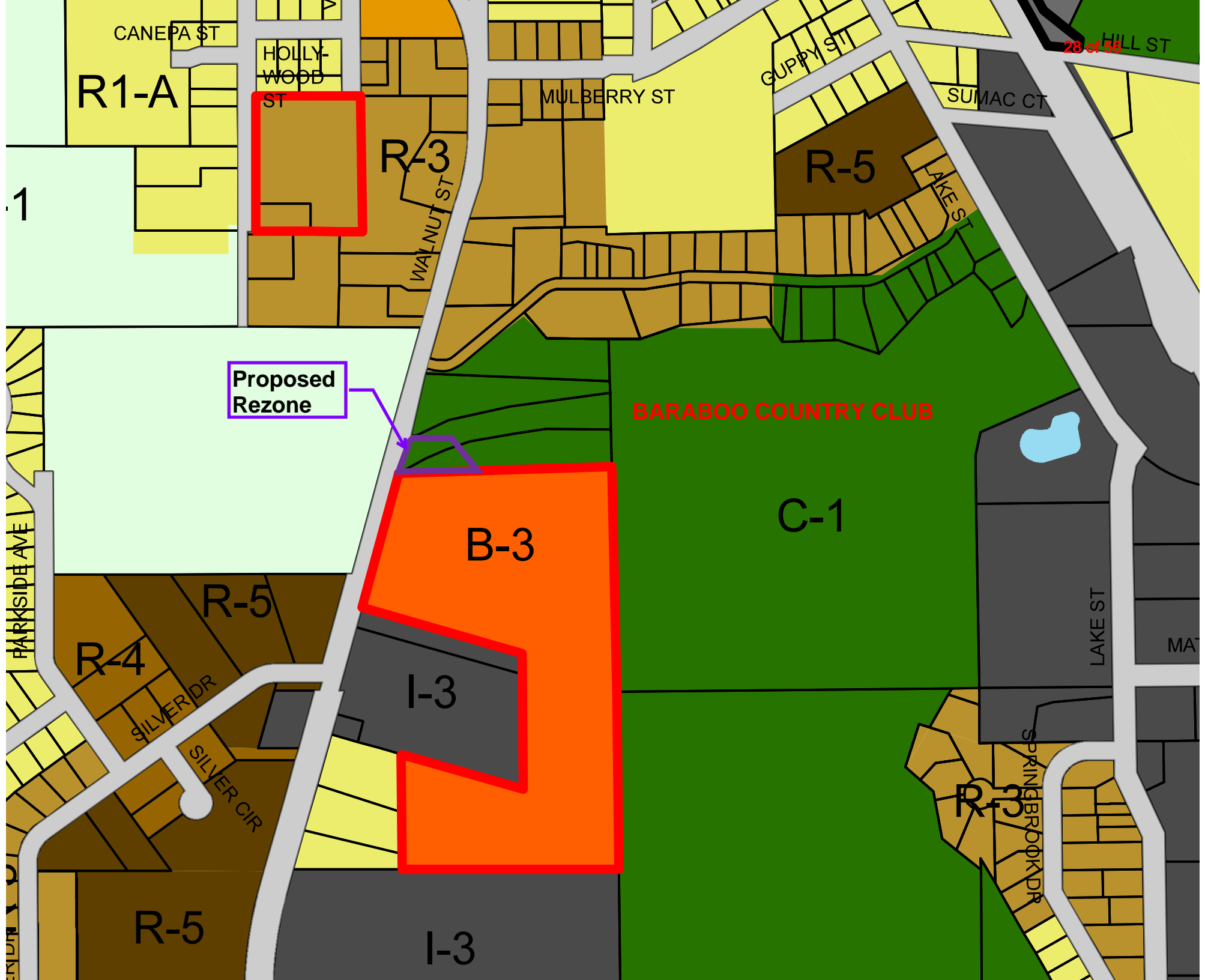
2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the _____ day of September, 2020 and is recorded on page _____ of volume _____.

City Clerk: _____



R1-A

R-3

R-5

B-3

C-1

I-3

R-4

R-5

R-3

I-3

R-5

BARABOO COUNTRY CLUB

Proposed
Rezone

28 of 58

The City of Baraboo, Wisconsin

Background: Oleg Boukhankov explained that he has an accepted Offer to Purchase this property with a contingency on zoning that allows the property to be used as he plans. The underlying B-2 Zoning used to allow the desired use as a Conditional Use but it was subsequently eliminated by a recent Amendment to the Zoning Code, which creates the need for the PUD Zoning in lieu of rezoning this property to B-3, Highway Oriented Business. This property was formerly occupied by Parkside Motors for many years and more recently by Sand County Motors so the proposed use is nothing new to the neighborhood. Since the property is fully developed, the GDP & SIP are combined for the sake of this request. As part of this request, the applicant has provided provide a narrative description of their proposed use and a site plan identifying the location and number of vehicles displayed for sale, the number and location of customer parking stalls, and the location and number of employee parking stalls. Any lighting that is added to the site will strictly conform to the City's lighting standards. Similarly, any signage on the site must also comply with the City's Sign Code.

On August 18th, 2020, the City Plan Commission reviewed the request and voted unanimously to forward it to Council with a favorable recommendation to approve the PUD.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

**17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF
ZONING DISTRICT MAP**

(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Developments. The following Planned Unit Developments are approved and incorporated into the zoning map: 2020-04.

2. The attached General Development Plan / Specific Implementation Plan is approved as Planned Unit Development 2020-04.

This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of September, 2020, and is recorded on page ____ of volume _____. A summary of the Ordinance was published in the local newspaper on the ____ day of _____, 2020.

City Clerk: _____

90 of 56

GENERAL DEVELOPMENT PLAN (GDP)/SPECIFIC IMPLEMENTATION PLAN (SIP) FOR THE PROPERTY AT 633 8th AVENUE IN THE CITY OF BARABOO, SAUK COUNTY, WISCONSIN, TO BE ZONED AS A PLANNED UNIT DEVELOPMENT

Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC, has requested that the property at 633 8th Avenue, Tax Parcel No. 206-2707-00000, located on the southeast corner of Park Street & 8th Avenue be zoned as a Planned Unit Development (PUD) under the City of Baraboo's Zoning Code upon the following General Development Plan submitted for approval pursuant to §17.36B(7), of the Baraboo Code of Ordinances:

1. The real property involved in this General Development Plan (GDP) consists of that property located at 633 8th Avenue, and more particularly described as follows:

Tax Parcel 206-2707-00000

A parcel of land located in the NE¹/₄ of the SW¹/₄ of Section 35, T12N, R6E, City of Baraboo, Sauk County, Wisconsin, described as follows:

Lots 6 & 7 in Block 16 of the Moore & Drowns Additions to the City of Baraboo.

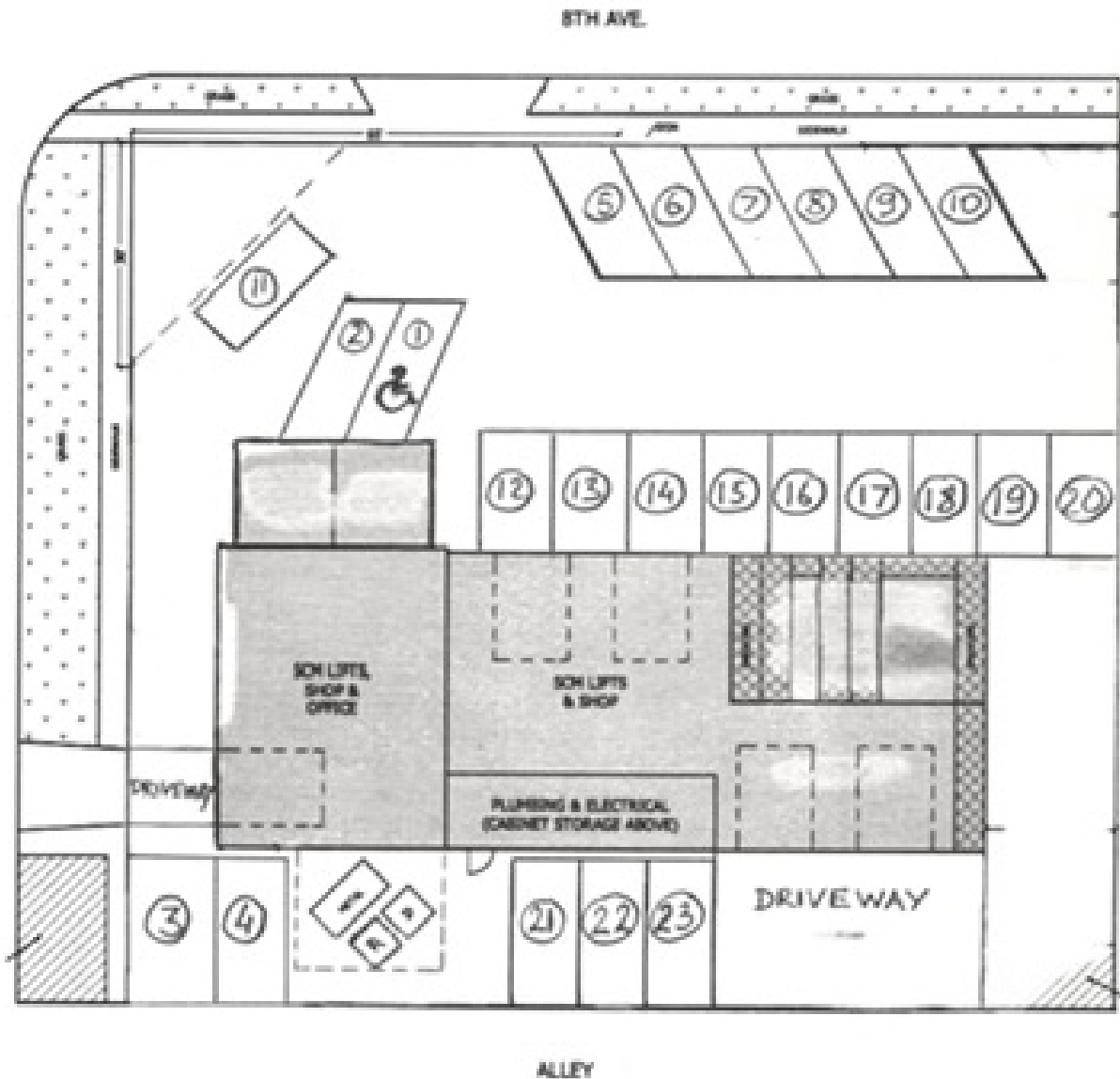
Said lands contain 0.35 acres, more or less.

2. The existing property is fully developed with a single-story commercial building (+/- 4,444 sq ft) and asphalt pavement from property line to property line.
3. The property is presently zoned B-2 Neighborhood Business. The specific intention of the petitioner is to operate an automobile sales and service establishment with a body shop and paint booth, both of which will be exclusively for vehicles that will be sold on-site.
4. The property is specifically approved for an automobile sales and service establishment with a body shop and indoor, code-compliant paint booth. The number of vehicles on display for sales is limited to a maximum of 15 at any time. There will be 2 dedicated customer parking stalls in front of the building (on the north side), one of which must be accessible, four parking stalls in the back of the building (on the south side adjacent to the alley), two of which will be employee parking and the other two for vehicles waiting to be serviced or repaired, and one dumpster enclosure in back of the building and east of the aforementioned four parking stalls. A site plan is attached to this document as Exhibit A. The use of the property, the building and parking stalls shall not be changed from such use without the modification of this GDP and subsequent approval by the City's Common Council.
5. This GDP is also accepted as the Specific Implementation Plan (SIP) for the property.
6. Signs upon the property shall be allowed pursuant to the Baraboo Sign Ordinance, §17.80, Code of Ordinances.
7. The terms of the GDP / SIP shall be covenants running with the land, and applicable not only to the petitioner, but to any and all subsequent owners as well.

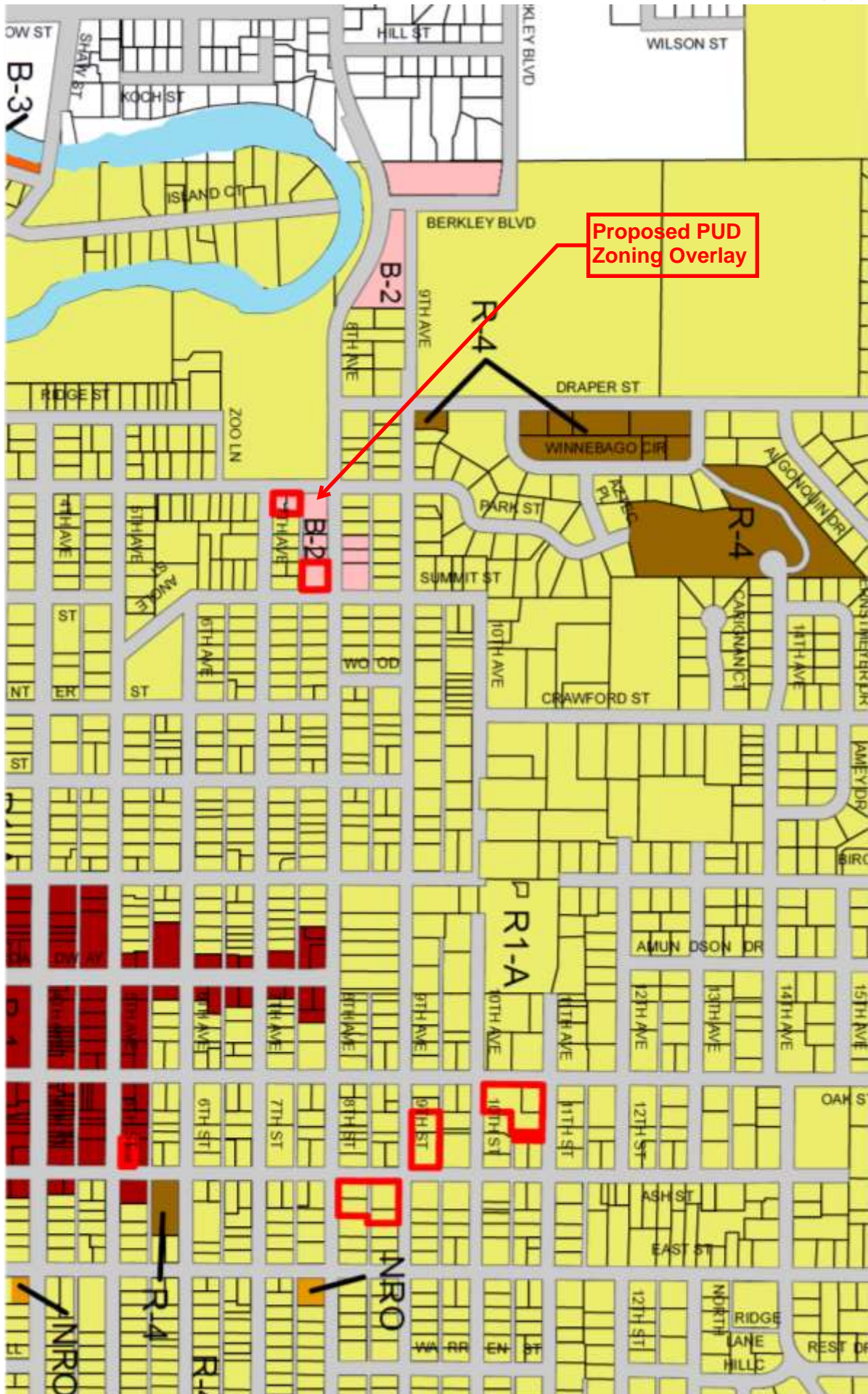
EXHIBIT A

SITE PLAN FOR ABSOLUTE AUTO REPAIR AND SALES, LLC

633 8TH AVENUE



1,2 - Customer parking
 3,4 - Employee parking
 5-20 - Sales
 RD - dumpsters



NBO - 3

The City of Baraboo, Wisconsin

Background: The Public Safety Committee considered a request to restrict parking on both sides of West Street, from the alleyway south of 2nd Avenue north 50 feet, at their August 31st, 2020 meeting.

Based on recommendations from the City Engineer and Chief of Police, the Committee unanimously recommended that the Common Council approve this change.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted **Comments:**

An Ordinance revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for:

No Parking Any Time on the southerly 50 feet of West Street between 2nd Avenue and the alleyway south of 2nd Avenue.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for:

No Parking Any Time on the southerly 50 feet of West Street between 2nd Avenue and the alleyway south of 2nd Avenue.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of September 2020 and is recorded on page ____ of volume _____. A summary of this Ordinance was published in the local newspaper on the ____ day of September, 2020.

City Clerk: _____

REPORT OF BUILDING INSPECTION
Construction, Plumbing, Electrical, HVAC, Commercial
AUGUST

PERMIT TYPE	2019						2020					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	1	\$0.00	\$960,000.00	\$0.00	\$2,806.06	0	1	\$0.00	\$325,000.00	\$0.00	\$1,483.46
Commercial Addition	0	2	\$0.00	\$122,000.00	\$0.00	\$786.20	0	3	\$0.00	\$42,824,000.00	\$0.00	\$35,177.46
Commercial, Alterations	2	19	\$1,186,829.00	\$1,997,131.00	\$2,695.68	\$8,140.92	1	15	\$60,000.00	\$610,000.00	\$500.00	\$6,478.64
Commercial, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential , New SF	0	3	\$0.00	\$861,000.00	\$0.00	\$2,991.22	0	2	\$0.00	\$594,000.00	\$0.00	\$1,918.79
Residential, New Duplex	0	1	\$0.00	\$250,000.00	\$0.00	\$1,096.30	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, Additions	1	4	\$50,000.00	\$147,750.00	\$100.00	\$477.97	1	4	\$40,000.00	\$84,680.00	\$361.92	\$661.92
Residential Remodel	7	34	\$73,400.00	\$494,908.00	\$577.50	\$3,198.67	7	41	\$139,196.00	\$884,786.00	\$778.70	\$4,684.17
Residential, Accessory Razing	0	1	\$0.00	\$0.00	\$0.00	\$30.00	0	1	\$0.00	\$0.00	\$0.00	\$150.00
Residential Dwelling Razing	0	1	\$0.00	\$0.00	\$0.00	\$30.00	0	1	\$0.00	\$0.00	\$0.00	\$30.00
Roofing/Siding/Windows	14	111	\$129,500.00	\$1,421,703.00	\$804.00	\$8,188.00	12	68	\$171,536.00	\$627,513.00	\$1,038.82	\$4,029.82
Garage/Sheds/Deck/Fence	8	39	\$53,942.00	\$215,542.00	\$540.00	\$2,715.00	14	97	\$68,420.00	\$495,620.00	\$915.00	\$6,180.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	1	1	\$5,000.00	\$5,000.00	\$60.00	\$60.00	0	3	\$0.00	\$10,546.00	\$0.00	\$180.00
Electrical Only	3	26	\$13,525.00	\$63,769.00	\$260.00	\$628.00	3	44	\$4,797.00	\$317,465.00	\$220.00	\$3,355.00
HVAC Only	2	3	\$25,000.00	\$30,700.00	\$120.00	\$180.00	0	2	\$0.00	\$11,569.00	\$0.00	\$220.00
Sign Permits	4	15	\$9,300.00	\$25,800.00	\$360.00	\$1,170.00	1	10	\$5,285.00	\$27,085.00	\$60.00	\$600.00
Misc. Permits	2	5	\$7,500.00	\$27,500.00	\$90.00	\$360.00	1	10	\$8,500.00	\$150,350.00	\$120.00	\$720.00
TOTALS	44	266	\$1,553,996.00	\$6,622,803.00	\$5,607.18	\$32,858.34	40	302	\$497,734.00	\$46,962,614.00	\$3,994.44	\$65,869.26

Finance/Personnel Committee–Dennis Thurow Committee Room, #205**August 25, 2020****Members Present:** Petty, Sloan, Kent**Absent:****Others Present:** Mayor Palm, Adm. Geick, Atty. Truman, B. Zeman, C. Haggard, M. Hardy

Call to Order –Ald. Petty called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of August 11, 2020 and carried unanimously. Moved by Sloan, seconded by Kent to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$907,113.11**. Motion carried unanimously.
- b) **Attridge Park Splash Pad** – M. Hardy explained that the Splash Pad Advisory Committee has determined that Attridge Park would be the best site. The next step is to develop a feasibility study to see if splash pad can sit on that property. This is not an originally budgeted item because the splash pad will be likely donations and grants. Doing to feasibility study this year will allow for us to meet the May 1st 2021 grant application deadline. Three bids were received and the Park & Rec Commission is recommending Parkitecture + Planning in the amount of \$4,585 for Phase I of the Attridge Park Splash Pad feasibility study using funds from the Kuenzi Estate Recreation Fund. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- c) **County Library Tax** – The Committee reviewed the exemption from the County Library tax. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- d) **Employee COVID-19 Policy** – City Adm. Geick explained that additional Department Head input was needed. No action was taken at this time.
- e) **Walmart Litigation** – Atty. Truman noted that this litigation is exactly the same as what was received a few years ago. She did confirm with CIVMIC, our insurance company, does not handle this type of lawsuit on our behalf. There will be some future decisions to be made; however, at this time, this is informational only. No action taken.

Information Items

- o C. Haggard gave an update on the status of the 2021 Budget Planning

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:39pm.
Brenda Zeman, City Clerk

Baraboo BID Meeting Minutes

7/15/20

Present:

Members: S. Fay, B. Stelling, T. Wickus, A. Adams, S. Ramsey Brunker, B. McDaniel

Others: E. Geick

Absent:

Members: S. Sloan, T. Sloan, M. Yount

President Fay called the meeting to order at 5:47 PM

Approval of June 2020 minutes: Wickus/McDaniel

Adoption of Agenda: Wickus/McDaniel

President: None

Secretary: None

Treasurer: None

Appearances: Several baskets have fallen down but are undamaged and being regularly re-hung; Dog waste bags have been given to Mayor; Basket watering bill for May – July, incl. travel expenses rec'd

Business Development: L. Steffes' development programs are ongoing

Finance: None

Parking: Weeds are sprayed; Second round of spray has occurred; Third or more rounds may be necessary; Issue of weeds in alleys raised

Promotions: Farmer's market is growing; Reviewing grants for farmer's markets; Hearing new ideas for promotion of farmer's market at next meeting; L. Steffes' Facebook promotion is going well; Future discussion of what to do with money for events which may be cancelled

Old Business:

- Recap
 - Discussion of charges for administration charges; E. Geick will be reviewing administration charges
- Financials
 - See Recap, above

New Business:

- Welcome back Ed!
- Seminars & Classes
- Approval of Vouchers

- Basket Watering (Appearances)
 - Willy Deppe \$2,610.00
 - May – June watering
- Approved: Wickus/McDaniel
- Discussion of possible mask signs
 - Creating same sign for everyone for continuity
 - Negative general reaction right now, given no current state/county mandate
- New Secretary Seat
 - Tabled until next month

Next Meeting:

- Elect new secretary

Motion to adjourn at 6:34 PM by Stelling/Wickus.

Respectfully Submitted,
Andrew Adams
Secretary

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES
Baraboo City Hall, Council Chambers, 101 South Blvd, Baraboo, WI 53913

Thursday, July 16, 2020

Members present: Phil Wedekind, Tom Kolb, Bryant Hazard, Cheryl Giese, Dave Bretl, Ed Gieck
Members Absent: Brandon Lohr

Chair Wedekind called the meeting to order at 8:00 a.m. and Compliance with the Open Meeting Law was verified.

MOTION (Kolb/Gieck) to adopt the agenda. Motion carried unanimously.

MOTION (Kolb/Bretl) to approve the minutes of the regular meeting on June 18, 2020.
Motion carried unanimously.

Public Comment: None.

Communications: None.

Financial report and approval of vouchers.
Report given.

Facilities planning and maintenance report:
Arias, Facilities Director gave the committee an update on proposed projects (report attached).
MOTION (Hazard/Kolb) to approve vouchers in the amount of \$2,221.04. Motion carried unanimously.

Discussion regarding delegation of certain commission duties to the commission chair after consultation with the commission attorney:
Bretl distributed a draft document outline chairperson's authority. Discussion followed. Bretl will update the document with changes suggested by the committee and will present at the August 20, 2020 meeting. *(Hand out on file)*

Update from Student Housing Advisory Committee.
Update was given.

Deans' Report.
Report was given.

MOTION (Wedekind/Kolb) to adjourn until Thursday, August 20, 2020 at 8:00 a.m. Motion carried unanimously.

Respectfully Submitted,

Michelle Commings
Deputy, Sauk County Clerk

Minutes of Plan Commission Meeting July 21, 2020

Call to Order – Mayor Palm called the meeting of the Commission to order at 5:18 PM.

Roll Call – Present were Mayor Palm, Phil Wedekind, Roy Franzen, Jim O'Neill, Tom Kolb, and Dee Marshall.

Also in attendance were Pat Cannon, Attorney Emily Truman, David Miller, Anna Pulling, Oleg Boukhankov, and Kevin Shelley.

Call to Order

- a. Note compliance with the Open Meeting Law. Mayor Palm noted compliance with the Open Meeting Law.
- b. Agenda Approval: Mayor asked for a motion to approve the agenda with a minor change to switch under New Business, Item a and b, so the Baraboo Public Library will be first and the four-lot CSM would be seconded. It was moved Kolb, seconded by Wedekind to approve the amended agenda. Motion carried unanimously.
- c. Minutes Approval: It was moved by Franzen, seconded by Wedekind to approve the minutes of the June 16, 2020 meeting. Motion carried unanimously.

Public Invited to Speak (*Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.*) – There were no speakers.

New Business

- a. Review and approve a two-lot Certified Survey Map for land the Baraboo Public Library, located on the east side of Birch Street between 4th and 5th Avenues, being Lots 6, 7, 8, 9 and parts of Lots 4,5, and 10 of Block 21 of the Original Plat of the City of Baraboo (formerly Adams) in the NW ¼ of the SE ¼ and the SW ¼ of the SE ¼ of Section 31, T12N, R6E, City of Baraboo, Sauk County Wisconsin, by the City of Baraboo – Pat Cannon presented the background to the Commission. Cannon said that this CSM does a combination of combining all of those lots in order to facilitate the library expansion. Palm said that this is similar to what was done when City Hall was built. Wedekind moved, Kolb seconded to approve the two-lot Certified Survey Map as presented. On roll call vote for the motion, Ayes – Franzen, O'Neill, Kolb, Marshall, Palm, and Wedekind. Nay – 0, motion carried 6 to 0.
- b. Review and approve a four-lot Certified Survey Map for land in the City's Extraterritorial Plat Approval Jurisdiction and the Town of Baraboo Sanitary District No. 1, located on the south side of Gall Road just west of Gasper Drive, being part of the NW ¼ of the SW ¼ of Section 12, T11N, R6E, Town of Baraboo, Sauk County, Wisconsin, by David & Tari Miller – Palm said that Engineer Pinion feels that this CSM is in the Town of Baraboo Sanitary District and meets the criteria and accordingly he is suggestion that the CSM be approved. It was moved by Wedekind, seconded by Kolb to approve the CSM as presented. Kolb asked Mr. Miller if Lot 4 has a driveway access to Gall Road. Miller said that it has a walk access on the east side of Lot 1. He said the walk is 3-foot wide. He said that he is going to have a shared driveway easement for Lot 4 across the narrow strip of Lot 3 and Lot 2. On roll call vote for the motion, Ayes – O'Neill, Kolb, Marshall, Palm, Wedekind, and Franzen. Nay – 0, motion carried 6-0.
- c. Review a Conceptual Development Plan in accordance with Step 2 of the Planned Development process for Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC to allow an Automobile Sales and Service business to be located in the existing building on the southwest corner of 8th Avenue and Park Street in a B-2, Neighborhood Business zoning district Lots 6 and 7 in Block 16 of the Moore & Drowns Addition to the City of Baraboo in the NE¼ of the SW¼ of Section 35, T12N, R6E, located at 633 8th Avenue and formerly occupied by Parkside Motors – Truman said that this is a very early Conceptual Design, they are looking for feedback from the Commission. She said that the property was previously used as a car repair shop and used car lot for several years. She said that the property has not been used for this for over a year; therefore, the conditional use overlay no longer applies which it is why it is before the Commission. Palm said that the City Engineer suggests that the Commission give some consideration of the location and the number of vehicles displayed for sale, the number and location of customer parking stalls, and the number and location of employee parking stalls. Kolb said that used car sales was eliminated from B-2 zoning, but this has been a staple in this

area for quite some time, and it is an attractive building; therefore, he would not have any concerns about selling cars at this location. Kolb said he would be concerned about the number of cars available there and where they would be. Anna Pulling spoke, saying that her husband, Oleg and her own Absolute Auto, located on Highway BD, they average about 15 cars on the lot and they would like to move in to town. She said that they do not plan to park many cars behind the building. She said that most of the vehicles they buy need repairs. She said that their plan is to repair cars on-site for themselves, so they do not plan to have a lot of traffic from customers. Kolb suggested that they get together with Tom Pinion to talk about the number of vehicle and location. Pulling said that they are also interested in opening a body shop for themselves. Palm said that as this moves forward it would like to see them work closely with City Engineer as to number of cars, exact location of parking, and ADA requirements. The Commission presented an overall favorable, but wants to see them work with City Engineer regarding where employees park, cars for sale, ADA requirements, etc.

Adjournment - It was moved by Kolb, seconded by Wedekind to adjourn at 5:33 p.m. The motion carried unanimously.

Mike Palm, Mayor

Baraboo District Ambulance
Special Meeting of the Members Minutes
Remote/Virtual Meeting
No in person public access available
Baraboo, WI 53913
Wednesday, June 24, 2020
(Scheduled to immediately follow the
regular scheduled Commission Meeting at 7pm)

41 of 56

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Kennie Downing, Local Media

The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic and to comply with the State of Wisconsin's "Safer at Home" Order. Commission Members will be participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Any vote taken by the Commission will be by roll call vote.

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 Conference ID: 893 857 753# (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President Tim Stieve at tdstieve@charter.net These comments will be distributed to other Commission Members and may be read during the "public invited to speak" section of the agenda.

Call to Order & Roll Call

Call to order by President T. Stieve at 8:30 p.m. Roll call of commissioners present highlighted above. 1 absent, D. Dahlke

1. Note compliance with the Open Meeting Law – Acknowledged by J. Rago
2. Adoption of agenda- Motion made to adopt agenda by R. Puttkamer, second by J. Petty. Passed by voice vote unanimously.
3. Approval of previous minutes – Motion made to approve minutes of previous Special Meeting of the Members made by R. Puttkamer with a second by T. Stieve.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Baraboo District Ambulance
Special Meeting of the Members **Minutes**
Remote/Virtual Meeting
No in person public access available
Baraboo, WI 53913
Wednesday, June 24, 2020
(Scheduled to immediately follow the
regular scheduled Commission Meeting at 7pm)

42 of 56

Public Comments – In lieu of voiced public comments, correspondence received from the public may be read by Commission President Tim Stieve - None

New Business

1. Discussion and possible action regarding Amended 2020 Budget – Motion was made by R. Puttkamer to approved the Amended BDAS Budget with the changes to IT line item and write offs as discussed, seconded by T. Turnquist. Voice vote of members. Passed unanimously.

2. Approve withdrawal from Line of Credit (if needed). - Discussion ensued and no action taken at this time per Members. T. Snow advised not to do this at this time.

Commissioner Comments & Future Agenda Items

None

Adjournment

Motion to adjourn made by J. Petty with second by R. Puttkamer. Voice vote. Passed unanimously.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Baraboo District Ambulance Commission
AD HOC Transition Committee
July 14th, 2020 Virtual Meeting
APPROVED Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larsen, Troy Snow, Joel Petty

Others Present: None

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on July 14th, 2020 at 9:06 am, Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Troy Snow, 2nd by Caleb Johnson to adopt agenda with two changes, to move item 6 in front of item 5 and to change item 3 to “approve the June 18th, 2020 meeting minutes not the May 5th, 2020”. Motion carried.
- 3) Approve Minutes of June 18th, 2020 meeting: Motion by Tim Stieve, 2nd by Joel Petty to approve the minutes of the June 18th, 2020 committee meeting. Motion carried.
- 4) Public Comment: None.
- 5) Old Business
 - a) Review Organizational Chart and possible action for additional changes/updates. Move by Robin Meier to remove Billing Services from the Chart and make the Committees “bubble” Generic versus naming each committee, 2nd by Joel Petty. Motion carried.
 - b) Update on Billing Service – nothing to report it was noted this will not need to be an agenda item moving forward.
 - c) Update on utilizing the vacant Space in the Old City Hall including IT and phone items – Caleb Johnson reported that work is still in progress and we can hopefully have all number together for the next meeting. Tim Stieve noted we should probably plan a meeting with Fire Chief and work numbers as well.
 - d) Update on BDAS Legal Services – Current legal services has indicated they will no longer handle BDAS. Discussion followed regarding the letter received and how to move forward. Move by Robin Meier, 2nd by Caleb Johnson to issue a draft RFP for the next Transition Committee meeting. Motion Carried. Troy Snow will work on the draft RFP for Legal Services
 - e) Update and possible Action on Medical Direction Services. Discuss the final draft of the Job Description. A few changes were suggested and Steve Woodstock will incorporate those changes. Motion by Caleb Johnson to move to the updated Medical Director Services to the full commission for approval, 2nd by Joel Petty. Motion Carried.
 - f) Update on hiring process for new Chief/EMS Director. Betsy provided an update on applications received so far. Tim noted he will be recommending the appointment of an Ad Hoc committee which would include the Finance/Personnel Committee, Betsy Larsen and one other commission member to do the initial screening process at the next Commission Meeting.
- 6) New Business
 - a) Discussion and possible action to recommend the allocation of FAP (Funding Assistance Program) funds. Caleb noted that he was approached by Fire Chief Kevin Stieve about available funding for getting Firefighters through the EMT Course. Kevin Stieve was present (remotely) to talk about what he was looking for. Cost is about \$1,200/student. It was noted this is one of the purposes of the FAP

funding. Discussed the need to have some agreement that the people would be required to become employees of BDAS. Would be for this next semester starting in late August. Move by Caleb Johnson to move this onto the Commission for possible approval, 2nd Tim Stieve. Carried.

- 7) Next meeting was set for a both in-person and virtual meeting on August 18th, 2020 @ 9:00 am.
- 8) Adjourn. Move by Joel Petty, 2nd by Robin Meier to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
No in person public access available
Baraboo, WI 53913
July 22, 2020 at 7:00 PM

45 of 56

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Ed Geick, Kevin Stieve, Local Media

The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic. Commission Members who will be participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Any vote taken by the Commission will be by roll call vote.

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 Conference ID: 865 360 01# (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President Tim Stieve at tdstieve@centurylink.net These comments will be distributed to other Commission Members and may be read during the “public invited to speak” section of the agenda.

Call to Order & Roll Call

Call to order by President Tim Stieve at 7:00 p.m. Roll call, Commissioners present: Karl Berna, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind. Commissioners: absent David Dahlke.

1. Note compliance with the Open Meeting Law

Noted and confirmed by J. Rago

2. Adoption of agenda

Motion made to adopt the agenda by J. Petty with a second by R. Puttkamer. Voice vote, motion passed unanimously.

3. Approval of previous minutes

Motion was made to approve previous minutes with typos cleaned up by P. Wedekind with a second by J. Petty. Voice vote, passed unanimously.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Public Comments – In lieu of voiced public comments, correspondence received from the public may be read by Commission President Tim Stieve - Mentioned letter that was received about Town of Excelsior approaching their taxpayers about switching to Reedsburg Ambulance Service for the South East Corner of the Township which was distributed to the Commission.

Reports

- Legal Counsel Report – None – President T. Stieve commented on the letter received from the Law Office of Cross, Jenks, Mercer & Maffei, seeking to withdraw as legal representative for BDAS. This will be discussed under the Transition Committee Report.
- President's Report – No further report.
- Treasurer/Financial Report – R. Meier gave an update on AR reconciliation that she and Troy having been working on for 2018, 2019, and up until AMB took over in 2020. Ambulance fees may have been over stated by \$50,000.00. This may be offset by allowance of bad debt. But all else seems to be fine.
- HR Report – B. Larsen said that resumes are coming in, 20 have been received. She expects more to arrive prior to the July 31, 2020 deadline. Actively recruiting, and reminded employees of referral bonus. Performance reviews by Captains on their respective crews are in progress.
- Interim Chief's Report - See attached report.
- Transition Committee - T. Turnquist will report under New Business

Consent Agenda

1. Approve check details and online payments for June 14 to July 11, 2020 in the amount of \$95,847.13
2. Approve write offs in the amount of \$12,188.17 per AMB recommendations

Motion was made to approve consent agenda by J. Petty with a second by R. Meier. R. Meier commented that this is a much smaller amount than the past. Voice vote, motion passed unanimously.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

New Business:

1. Appointment of Ad Hoc/Personnel Committee to complete the initial review/screening of applications for the Director/Chief Position by President T. Stieve would also like to add HR Director, B. Larsen and St. Clare Representative Dave Kitkowski. President Stieve let appointment of committee stand with no opposition.
2. Discussion and possible action regarding allocation of Funding Assistance Program (FAP) funds.

Report given by C. Johnson on Baraboo Fire's request to use a portion of our FAP funding to assist in training several firefighters as EMTs that live within the response district of BFD and BDAS. Discussion ensued. FAP funding may be used for non budgeted items. President Stieve recommended that this be continued under Old Business on next month's Agenda.

3. Approve Sauk County Public Health Business Associate Agreement.

Troy reported on agreement. R. Meier asked about end date.

Brief discussion. Tabled until end date is established on agreement from Sauk County Health Department. J. Rago will follow-up with Sauk County Health Department.

4. Approve Agreement with Heartland Hospice – Brief discussion. No action required.
5. Approve Meeting Posting Policy

Motion was made to approve Meeting Posting Policy as presented by T. Snow from R. Meier with a second by T. Stone. There was a brief discussion. Voice vote, passed unanimously.

6. Transition Committee Recommendations – Report from T. Turnquist on the recommendations of the Transition Committee for the Revised Organizational Chart and the Medical Director's Responsibilities to accept them as written.

- a. Approve Revised Organizational Chart

Motion was made by R. Puttkamer with a second by T. Turnquist to approve the Revised Organizational Chart as presented. Discussion ensued. Roll call vote, passed unanimously.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

b. Approve Medical Director's Responsibilities

Motion was made by T. Turnquist with second by K. Berna to approve the Medical Director's Responsibilities as presented. Short discussion. Voice vote, passed unanimously.

Closed Session:

- A. Upon proper motion and vote, the Commission will convene in closed session pursuant to Wis. Stat. § 19.85(c) to consider the performance evaluation of certain BDAS employees.

Motion made by P. Wedekind with a second by J. Petty to go in to closed session pursuant to Wis. Stat. § 19.85(c) to consider the performance evaluation of certain BDAS employees. Roll call vote taken by President Tim Stieve, voting aye was Karl Berna, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist. No nays.

With the stipulation that the HR Director, Financial Director or Interim Chief may be called in as needed. No objection by members.

- B. The Commission will reconvene in open session and may take action on matters considered in closed session.

Motion was made for the Commission to reconvene into open session by R. Meier with second by T. Stone. Roll call vote taken by President Tim Stieve, voting aye was Karl Berna, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist. No nays.

Commissioner Comments & Future Agenda Items

Legal Services as future agenda item.

Adjournment

Motion to adjourn was made at 10:56 p.m. by J. Petty with a second by K. Berna. Roll Call vote was unanimous.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Minutes
Baraboo District Ambulance Commission
Remote/Virtual Meeting
No in person public access available
Baraboo, WI 53913
July 22, 2020 at 7:00 PM

49 of 56

Chief's Report 07/22/2020

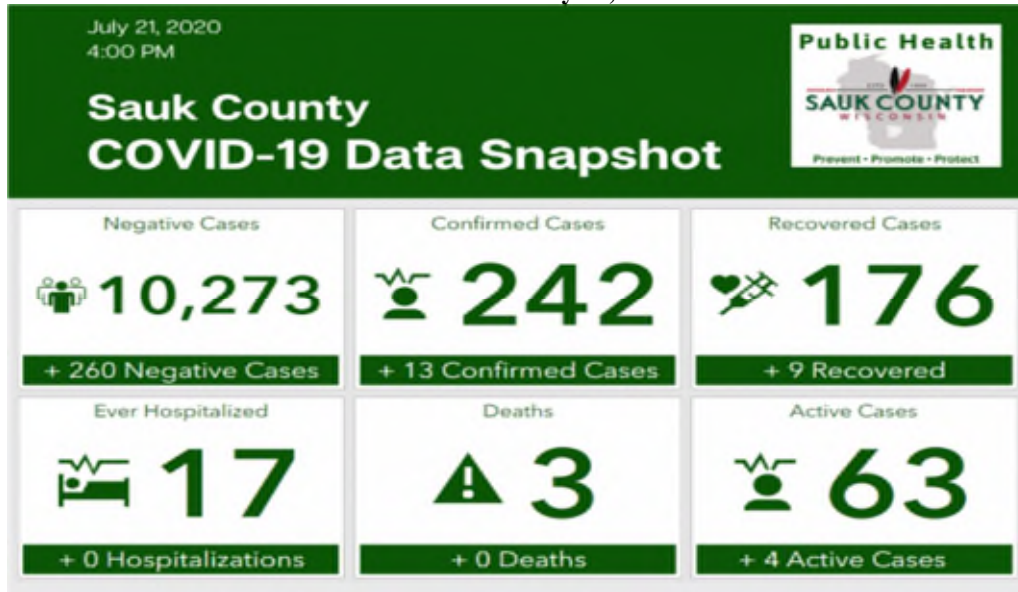
Still receiving thank you cards and cookies from the community.
Call volume seems to be trending upwards. We seem to be doing more but still missing transfers.

As of today 35 total Covid -19 Positive in our coverage area. 4 new positives added today.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.



We still are continuously receiving updated information from the Center for Disease Control, State of Wisconsin Health and Human Services Department and the South-Central Wisconsin Emergency Healthcare Coalition.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Minutes
Baraboo District Ambulance Commission
Finance/Personnel Ad Hoc Committee
Friday, August 7, 2020

The meeting was called to order at 9:00 am. by Chair Robin Meier. Committee Members Present: Robin Meier, Joel Petty, Heather Kierzek, Dave Kitkowski, and Betsy Larsen.

Chair R Meier confirmed the meeting was in compliance with the Open Meeting Law.

Motion was made by J Petty to adopt the agenda. Seconded by H Kierzek. Motion passed unanimously.

Motion by J Petty to enter into closed session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to review applications for BDAS Chief position. Second by H Kierzek. Motion passed unanimously.

Motion by J Petty to return to open session. Second by H Kierzek. Motion passed unanimously.

Motion by J Petty that the Committee provide a list of the four final candidates for the BDAS Chief Position based on the review of the application packets. Second by H Kierzek. Motion passed unanimously.

Motion to adjourn at 10:30 am by J Petty, second by H Kierzek. Motion passed unanimously.

Respectfully submitted,
Robin L. Meier, Chair
Finance & Personnel Committee

Baraboo District Ambulance Commission
August 21st, 2020 Meeting
Draft Minutes

52 of 56

Commissioners present: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others present: Betsy Larsen, Brian Donaldson, Cody Doucette, Caleb Johnson, John Rago

Tim Stieve called the meeting to order at 8:30 a.m. in the City of Baraboo Council Chambers and roll call was taken.

Tim Stieve noted that Troy Snow had properly posted the meeting in compliance with the Open Meeting Law.

Adoption of agenda - Moved by Phil Wedekind, 2nd by Joel Petty to adopt the agenda. Motion Carried.

Approval of previous minutes – Tim noted that the minutes were not sent and this would be done at the regular meeting on 8-26-2020

Public Comments – none

New Business

1. Schedule Special Meeting of the Members to immediately follow the regular Commission meeting on August 26, 2020 (renewal of line of credit). Motion by Robin Meier, 2nd by Karl Berna to schedule a special Meeting of the BDAS Members for August 26gth, 2020 immediately following the Commission meeting. Motion Carried.

Closed Session:

Motion by Phil Wedekind, 2nd by Dave Dahlke to convene in convene into Closed Session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to interview Chief candidates and the body may deliberate. Roll Call - Karl Berna - Yes, David Dahlke - Yes, Dave Kitkowski - Yes, Heather Kierzek -Yes, Robin Meier - Yes, Joel Petty - Yes, Tim Stieve - Yes, Tim Stone - Yes, Terry Turnquist – Yes, Phil Wedekind – Yes. Motion Carried.

Open Session: Motion by Dave Dahlke, 2nd by Tim Stone to return to Open Session pursuant to 19.85(2) Wis. Stats., and may take actions as a result of closed session discussions. Roll Call - Karl Berna - Yes, David Dahlke - Yes, Dave Kitkowski - Yes, Heather Kierzek -Yes, Robin Meier - Yes, Joel Petty - Yes, Tim Stieve - Yes, Tim Stone - Yes, Terry Turnquist – Yes, Phil Wedekind – Yes. Motion Carried.

Commissioner Comments & Future Agenda Items – None

Adjournment – Motion by Dave Dahlke, 2nd by Karl Berna to adjourn. Motion Carried.

Minutes of the Public Safety Committee Meeting – July 13, 2020

Members Present: Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Mike Palm, Kevin Stieve, Tom Pinion, Wade Peterson, Tony Gilman, Jan Bance, Wendy Hanley, Jessica Wilcox, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the June 8, 2020 meeting. Motion carried unanimously.

New Business

- a. Review Bid Tabulation for Draper Street Improvements and recommend award of contract – Pinion said the City received a 50% grant for the reconstruction of Draper Street, one of only 13 projects funded by the DOT. Pinion said Dean Blum Excavating, Gerke Excavating and Top Tier Grading bid on the project. He said that the estimate was \$870,000 on the gross without the deduct. He said it is the recommendation from staff is to award to the low bidder. It was moved by Kolb, seconded by Wedekind to go with lower bidder, Dean Blum Excavating, in the amount of \$698,902.00. Motion carried unanimously.
- b. Review Proposals for STH 33 Street Light Design Services and recommend award of contract – Pinion presented the background to the Committee. He said that if the City goes with the DOT's standard street lighting they contribute 50%. However, if the City chose to go with decorative lighting the DOT would only participate 50% of their standards. He said that he solicited proposals for Street Light Design Services, which is solely the City's responsibility. He said that there are two consultants currently working on that corridor project, MSA is doing the utility design for the Village of West Baraboo; therefore they are familiar with the DOT's consultant, and SEH is the consultant that the City has hired for the design of our utility work, and again, they are familiar with the DOT project and the design process. He said that it is staff recommendation to award to the low bid. Kolb moved, Wedekind seconded to award contract to SEH, not to exceed \$19,500. Motion carried unanimously
- c. Consider revising Section 7.09(2) of the Municipal Code of Ordinance to add a No Parking area on south side of Quarry Street east of Waldo Street – Pinion said that Quarry is a narrow street in this area with no curb and gutter on either side, and a ditch on the south side. He said that the west end is routinely parked with cars on both sides of the street, which effectively narrows the roadway, which creates a safety concern. He said that staff is recommending creating a no parking zone on the south side of Quarry Street, 350 feet east of the centerline of Waldo Street. Kolb moved, Wedekind seconded to revise Section 7.09(2) to add a No Parking area on south side of Quarry Street 350 feet east of the centerline of Waldo Street. Motion carried unanimously.
- d. Review Proposals of Fire Department Remodeling Design Services and recommend award of contract(s) – Stieve said that he sought price quotes from three Architectural Firms to provide quotes for design services for the remodel of the fire department. He said to provide "apples to apples" the cost represent the architectural services for the construction component of the proposed remodeling only. He said that he is working with Transcend Architects & Engineers to finalize the contract. He said the contract would be reviewed by the City Attorney and also go through the regular purchasing policy. Kolb moved, Wedekind seconded to approve the low bidder, Transcend Architects & Engineers in the amount of \$4,800. Motion carried unanimously.
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for May and June, 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly billing adjustments/credit for Sewer and Water Customers for May and June, 2020. Motion carried unanimously.

Informational Items

- a. Pinion said that he has received complaint about truck traffic from the Devil's Lake Business Park on Lake Street using Gall Road in the Town of Baraboo. He said that he spoke to Bill Klemm, Town Chair and he said that it was not the City's problem.
- b. Pinion said that he received a general complaint about general safety on Hill Street between Mill Race Drive and Lake Street. He said that this is a narrow underpass and the residents in the condominium units on Hill Street claim that there are a lot a near misses and traffic is flying through there. He said people of suggested that it be one way only, from Sumac to the Dog Park, but that is not realistic. He said that the Police's Department new digital speed board will be put up which

collects traffic counts and speed and stores it. Kolb asked if yellow flashing lights at both ends could be installed, Pinion said the cost would be approximately \$8,000. Pinion indicated that there are no significant crashes at the underpass. Pinion said to improve pedestrian safety there would have to be a separate underpass that would have to be a horizontal directional drill, which would be very expensive.

Reports

a. Street Superintendent's Report

- i. Staffing updates – Gilman said that the department is working a split shift for staffing and said that it is working well. He said one guy comes in a 5:30 and sanitizes everything, and then half crew comes in at 6:00 and the other half comes in at 7:00.
- ii. Monthly Report on Public Works Department activities – Gilman said crews have been busy with usual tasks, such as street sweeping, traffic line striping, monthly brush pickup, pothole patching when needed, and stormsewer repairs. Gilman said the department is attempting to clean-up our own campus when time permits. He said the brush site continues to be a challenge, with COVID and everyone being at home has significantly increased the traffic. The chipper will be here in early August and crushing will start in two to three weeks.
- iii. Project updates - The Department has been doing a few repairs, 10th & Elizabeth intersection is complete. Lincoln and 9th and Lincoln and 10th has been complete. Wedekind would like Gilman to look at the 5th & Jefferson intersection. Gilman said that they still intend on addressing the intersections of Moore Street & 2nd avenue, Keith Street & 14th Street, and Russell Street & Badger Drive with similar repairs. Gilman said a couple of months ago they went to mandatory carts for garbage and recycling and according to the drivers it is working well. He said recently an individual contacted him requesting weekly recycling; however, nothing has been brought forward. He said that with the amount of upgrades that have been done, there a lot of 64-gallons that have come back. He said that these are not new carts and the price of carts is not set by ordinance so a price can be set by the Committee without going further, and start encouraging people to purchase a second cart at a reduced rate. Pinion said that they would work with the finance department to come up with a reasonable price, and it would clear up some inventory for the department.

b. Fire Chief's Report

- i. Monthly Incident Report – He said the monthly report would be in the Council packet.
- ii. Project Updates – Stieve said that he is still working on the Technical Rescue Ordinance with the City Attorney and it has been given to the City Administrator to review. He said he will be looking into the CARES Act Funding because the Department needs a boat.
- iii. Staffing Updates – Stieve said that another member resigned due to health issues and a non-active member submitted her resignation. He said the department is actively recruiting.

c. Utility Superintendent's Report

- i. Staffing Updates – Peterson said he was going to go through his report first and then bring in new Billing Tech and there will be a presentation for Wendy Hanley and cake.
- ii. Projects updates – Peterson said Mound Street was started last week putting in the temporary water services. He said today half of the water main project started at Elizabeth, while that is sitting, crew will move to Camp Street alley to do the storm sewer and then back to Mound to connect the water services to the houses, and then the other half of the water main will be started. He said that there are ten households on Mound that agreed to part of the lead service replacement program. Peterson said this week is home run week for the Oak Street Booster Station, most of it should be operational by Friday.
- iii. Equipment Updates – None to report.
- iv. Preparation for Rate Case application to Public Service Commission for a prospective increase in water rates – Peterson said the City will be losing LSC Communications in September and they are trying to finish out the last of their contract. He said this has a huge factor on our Water Utility; therefore he has initiated a conversation is the Public Service Commission. He said he has received the packet of information that the Utility has to provide to them. He said the chances of it being completed by January

is pretty slim. He is hoping to get it to a state where they can have the new rates by November timeframe and do the public notice. Kolb asked if he was looking for an increase in the rate, but he feels that it may be significant.

- v. Personnel Update-Peterson introduced Jessica Wilcox the new billing tech, who came to the City from the City of Portage. Peterson said she is an outstanding asset, and doing a great job. Peterson said that Wendy has been with the Utility for 26 years and will be retiring in two weeks. Mayor Palm then presented Wendy with a plaque for her dedicated service. Cake was then served in Wendy's honor.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:45 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

From: Timothy McCumber <timothy.mccumber@saukcountywi.gov>

Sent: Tuesday, September 1, 2020 7:20 PM

To: Becky Evert <becky.evert@saukcountywi.gov>

Subject: Sauk County Administrator Forum

I am reaching out to you as a leader in the Sauk County community to update you regarding our search for a County Administrator and to ask for your help. On August 24, the Board's hiring committee selected four finalists for the position. The finalists are:

- Jason Hake. Jason currently serves as the Lincoln County, Wisconsin Administrative Coordinator. Prior to that, Jason was a Senior Financial Manager in Portage County. Jason holds a Bachelor's Degree in Accounting and a Master's in Business Administration from Viterbo College.
- Brent Miller. Brent currently serves as the Administrative Coordinator for Shawano County, Wisconsin, a position he has held since 2014. Brent has also served as Director of Administration/Human Resources Director in Brown County, Wisconsin and Administrative Coordinator in Marquette County prior to that. Brent earned his Bachelor's Degree in Business Administration at Mount Senario College.
- Travis Mortimer. Travis is currently an Assistant County Administrator in Charlotte County, Florida, a county of approximately 183,000 residents located between Ft. Myers and Sarasota. Prior to that Travis served as an engineer in the US Navy. He is a Professional Engineer, having earning his Bachelor's degree in Civil Engineering from the University of South Carolina and his Master's degree in Civil Engineering from Georgia Institute of Technology.
- Martin Shanahan. Martin served as the Corporation Counsel for the City of Joliet, Illinois until May of 2020, having also completed two stints there as Acting City Manager. Prior to that he was in a private legal practice serving municipal governments. Martin holds a Juris Doctor degree from John Marshall Law School with an undergraduate degree in Political Science from College of St. Francis, Illinois.

Under more normal times we would have hoped to engage you in a community "meet and greet" event. This year, due to the COVID-19 pandemic, we do not feel that it is prudent to hold a large community event. Instead, we will be livestreaming a County Board meeting that will feature short elevator speeches by the candidates as well as a follow-up question and answer period. The meeting will be held on Tuesday, September 8 at 6 o'clock p.m. The meeting can be viewed by following the link on the Sauk County homepage at <https://www.co.sauk.wi.us/meetings>

Were you to attend a "meet and greet" in person you would, no doubt, have questions for the candidates. Although it is not the same as being there, I would invite you to send me any questions that you might like to pose to our finalists. I will do my best to make sure that your questions are asked at our meeting on September 8.

Thanks for your assistance in assisting us identify the next Sauk County Administrator.

Tim McCumber
Sauk County Board Chair
Supervisor District 20